

**BILLINGS PUBLIC SCHOOLS
HUMAN RESOURCE SERVICES**

5012

Family and Medical Leave Act of 1993

The Billings Public Schools recognizes and accepts responsibility for the administration of the provisions of the Family and Medical Leave Act of 1993 (FMLA) for each employee who is considered "eligible." Procedures are established and maintained by the Superintendent.

Exercising authority granted by the "employer option" provision of the FMLA, the Billings Public Schools requires that "eligible" employees utilize all accumulated paid leave concurrently with any FMLA taken for any of the reasons described in the law.

An "eligible" employee is required to provide advance leave notice and medical certification. Taking leave may be denied or delayed if requirements are not met.

A "year" as provided for by FMLA is defined by the Billings Public Schools as the 12-month period measured forward from the date the employee's first FMLA leave begins.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Legal Reference: Family and Medical Leave Act of 1993

Date Adopted: March 18, 1996