

WYANDOTTE PUBLIC SCHOOLS
PROCEDURES
Family and Medical Leave Act (FMLA)

4000.033

Eligibility

School District employees may be eligible for up to twelve (12) weeks of unpaid leave under the Family and Medical Leave Act (FMLA). Employees are eligible if they:

- Have at least twelve (12) months of service with the School District, and
- Have worked for the School District for at least 1,250 hours within the preceding twelve (12) month period. The twelve (12) month period will be calculated separately for each employee. It will be determined based on a rolling calendar, looking backward from the commencement of the FMLA leave.

Qualifying Events

FMLA leave may be taken:

- a. For the birth of a child and to care for a newborn child.
- b. For the placement of a child with the employee for adoption or foster care.
- c. To care for a child, spouse, or parent of the employee who has a serious health condition.
- d. For the employee's own serious health condition which causes the employee to be unable to perform the essential functions of his or her job.
- e. Where the employee experiences a qualifying exigency arising out of the fact that the employee's spouse, parent, or child is a covered military member on active duty or has been called to or on covered active duty status in the National Guard or Reserves; or
- f. To care for an armed forces member or qualified veteran who is a spouse, parent, child, or next of kin of the employee and who is injured while on covered active duty, including an injury that manifests itself after completion of active duty.