

## Lower Merion School District

Policy No.:	310
Section:	EMPLOYEES
Title:	FAMILY AND MEDICAL LEAVES OF ABSENCE
Date Adopted:	4/21/03
Date Last Revised:	5/17/21

### 310 FAMILY AND MEDICAL LEAVES OF ABSENCE

#### **Authority**

The Board shall permit eligible employees to take family and medical leaves of absence consistent with applicable law, including but not limited to, the Family and Medical Leave Act of 1993, as amended ("FMLA"), applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions, and Board Policy.

Employee requests for FMLA leave shall be processed in accordance with law, applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions, and Board Policy.

#### **Delegation of Responsibility**

The Superintendent or designee shall develop and disseminate Administrative Regulations to implement FMLA leaves for eligible employees.

The District shall post, in conspicuous places in the District customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing to the Director of Human Resources or designee.

**Note:** Nothing in this Policy or the accompanying Administrative Regulations is intended to conflict with any applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. To the extent that any provision in this Policy conflicts with a provision contained in any applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution, the provision in the applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution shall control.