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## **GENERAL PERSONNEL POLICIES - FAMILY AND/OR MEDICAL LEAVE**

Adoption Date: May 10, 1994; May 13, 2014 (retroactive to May 1, 2014); February 2017; April 18, 2017

Legal Ref: 29 U.S.C. § 2601 *et. al.*

Cross Ref:

Westfield Washington Schools (WWS) will allow eligible employees to take unpaid, job-protected leave for the following reasons in accordance with the Family and Medical Leave Act ("FMLA") of 1993 (29 U.S.C. per 2001 et seq.):

1. Up to 12 workweeks of unpaid, job-protected leave in a 12-month period for the following reasons:
  - a. Birth of a child;
  - b. Placement of a child for adoption or foster care;
  - c. For the care of a spouse, child or parent who has a serious health condition;
  - d. The serious health condition of the employee which prevents the employee from performing the essential job functions of his/her job;
  - e. Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or called to covered active duty 29 CFR §825.200; or
2. Up to 26 workweeks in a single 12-month period for the care of a covered service member with a serious injury or illness. 29 CFR § 825.127.

WWS is prohibited from interfering with the exercise of rights under the FMLA and retaliating against individuals for the use of FMLA leave.

Administrative guidelines will be developed to ensure compliance with the current FMLA requirements.