LENAPE TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: FAMILY AND MEDICAL LEAVES

ADOPTED: September 21, 2017

REVISED: June 20, 2019

335. FAMILY AND MEDICAL LEAVES

1. Authority
29 CFR Part 825
29 U.S.C. 2601 et seq

The Joint Operating Committee shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family and Medical Leave Act, hereinafter referred to as FMLA.

Employee requests for FMLA leave shall be processed in accordance with law, Joint Operating Committee policy and administrative regulations.

2. Delegation of Responsibility

The Administrative Director shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.

29 U.S.C. 2619

The school shall post, in conspicuous places in the school 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 on a designated form to the Administrative Director.

3. Guidelines
29 U.S.C. 2611
29 U.S.C. 2612

Employees' eligibility for FMLA leave shall be based on the criteria established by law.

29 U.S.C. 2612

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month (12) period to care for an ill or injured covered service member.

29 CFR 825.200

29 U.S.C. 2612

The school shall utilize a rolling twelve-month (12) period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month (12) period, unless otherwise indicated in the employee's employment contract or collective bargaining agreement.

	When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave concurrent with the FMLA leave, unless otherwise indicated in the employee's employment contract or collective bargaining agreement.