

## Family and Medical Leave

On occasion, District employees may find it necessary to take off work while the employee is ill or caring for a family member. The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to take time off for specified family and medical reasons. The District administers FMLA leave in accordance with federal law.

The provisions of this policy shall apply to all family and medical leaves of absence for eligible employees, provided in accordance with the FMLA. To be eligible for leave under this policy, an employee shall have been employed by the District for a period of at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave.

Pursuant to the FMLA, the District provides eligible employees the opportunity to take up to 12 workweeks of unpaid leave per 12 month period, using a rolling "look back" method for calculating available leave for specific family and medical reasons. Further, an employee who is needed to care for a covered military service member with a serious injury or illness may take a total of all types of FMLA leave of up to 26 workweeks in a year.

The District provides employees in a registered domestic partnership or civil union leave in accordance with the Colorado Family Care Act.

The Superintendent is directed to develop and distribute procedures for medical certifications, notification and reporting consistent with law.

This policy should be read in conjunction with the accompanying regulations, GBGF-R-1 and GBGF-R-2.

Adopted September, 2009  
Revised October 8, 2014

LEGAL REF.: 29 U.S.C. §2601 *et seq.* (Family and Medical Leave Act)  
29 C.F.R. Part 825 (*regulations*)  
C.R.S. § 8-13.3-201, *et seq.* (Family Care Act)  
C.R.S. § 14-15-101, *et seq.* (Colorado Civil Union Act)

CROSS REF.: GBGF-R-1, Family and Medical Leave Act, Regulation to Policy GBGF, Family and Medical Leave  
GBGF-R-2, Colorado Family and Medical Care Act Leave, Regulation to Policy GBGF, Family and Medical Leave

Policy Owner: Department of Human Resources