FAMILY AND MEDICAL LEAVE ACT REGULATIONS

Procedure to Request Leave

Foreseeable FMLA leave shall be requested at least 30 days in advance.[1] Requests for foreseeable FMLA leave should be made in writing and include the reason for the leave, anticipated duration, and anticipated commencement date. If 30 days notice is not practicable, the employee shall provide notice as soon as possible. An employee shall at least provide verbal notice of leave to the Superintendent or principal.

Request for Medical & Qualifying Exigency Certification

When requested, medical or qualifying exigency certification shall be provided in accordance with law (29 CFR 825.305-825.310). Failure to provide certification or adequate certification may result in the delay or denial of an employee's leave request. Medical certification must contain all components in 29 CFR 825.306, 825.309, or 825.310.

Intermittent or Reduced-Leave Requests

The Board limits leave increments to one-hour periods of time.

An employee should follow the regular notice procedures when requesting an intermittent or reduced-hour leave. If the leave is taken because of the birth or placement of a child, leave may be taken intermittently or on a reduced schedule only if the principal agrees.

Response to Leave Request

29 CFR 825.300. When applicable, the District will require fitness-for-duty documentation certifying that an employee is able to perform essential job functions as a condition of returning to work. The District shall provide notice of this requirement to employees in accordance with law.

Posting and Notice to Employees

Building principals shall post a notice explaining the FMLA's provisions in a location where it can be readily seen by employees and applicants for employment. The FMLA Fact Sheet, published by the Department of Labor, Wage and Hours Division, shall be incorporated into any employee handbook or provided to employees. (29 C.F.R. 825.300)

Recordkeeping

The Superintendent shall ensure that records are kept according to the requirements contained in law. (29 C.F.R. 825.500)

End of Manvel School District #125 Board Reg. DDAA-BR ..... Approved: 12/09/19

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[1] See 29 CFR 825.302