

SALEM SCHOOL SYSTEM
Salem, Connecticut

PERSONNEL – CERTIFIED/NON-CERTIFIED

FAMILY AND MEDICAL LEAVE

The Salem Board of Education recognizes its responsibility to provide leave to employees in situation of personal and family illness, childbirth and placement and in certain circumstances for child care. The Family and Medical Leave Act of 1993, as amended (FMLA), addresses these concerns. It is the Board of Education's policy to comply with the letter and spirit of Federal and State statutes. Any key employee as defined by 29 CFR Part 825.218 may be excepted from this policy after review by the Board of such request.

Attached are the eligibility requirements and procedures to follow for request and approval of this leave.

Employees should contact the Superintendent's Office if they have any questions regarding how the Board's FMLA policy and regulations apply to their situation, when and how they may take leave or any other question regarding family, medical or pregnancy-related disability leave.

Legal Reference: Family and Medical Leave Act of 1993, *as amended*.

Policy Adopted: October 11, 1994
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