

Williamsburg Community School District

Policy Guide

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: 8/19/87

REVISED: 8/16/94
6/17/08

	335. FAMILY AND MEDICAL LEAVES
1. Authority 29 U.S.C. Sec. 2601 et seq 29 CFR Part 825	<p>The Board shall provide eligible administrative employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.</p> <p>The Board shall deny a request for leave when an employee does not comply with Board policy and administrative regulations.</p>
2. Delegation of Responsibility 29 U.S.C. Sec. 2619	<p>The Superintendent shall develop and disseminate administrative regulations to implement FMLA leaves for eligible employees.</p> <p>The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Superintendent</p>
3. Guidelines 29 U.S.C. Sec. 2611, 2612 29 U.S.C. Sec. 2612 29 CFR Sec. 825.200 29 U.S.C. Sec. 2612	<p>Employees' eligibility for FMLA leaves shall be based on the criteria established by law.</p> <p>Eligible employees shall be provided up to twelve (12) weeks of unpaid leave in a twelve-month period, except employees on leave to care for a covered servicemember shall be provided up to twenty-six (26) weeks of leave in a twelve-month period.</p> <p>The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.</p> <p>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 may utilize such paid leave during the FMLA leave.</p>

References:

Family And Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.

Family And Medical Leave, Title 29, Code of Federal Regulations – 29 CFR
Part 825

Board Policy – 000, 813