

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES
TITLE: FAMILY AND MEDICAL LEAVES (FMLA)
ADOPTED: December 9, 1999
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APPROVED: December 19, 2024

335 FAMILY AND MEDICAL LEAVES

1. Authority 29 U.S.C. 2601 et seq 29 CFR Part 825	The Joint Operating Committee (JOC) 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, JOC policy and administrative guidelines.
2. Delegation of Responsibility 29 U.S.C. 2619	The Executive Director shall develop and disseminate administrative guidelines to implement FMLA leave for eligible employees. The Career Center shall post, in conspicuous places in the Career Center customarily used for notices to employees and applicants, a notice regarding the provisions of FMLA and the procedure for filing a complaint. Additionally, the Career Center shall notify an employee of the employee's rights and responsibilities under the FMLA at the time FMLA leave is requested and whenever the Career Center designates a leave as "FMLA leave." Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a Career Center form to the Executive Director.
3. Guidelines 29 U.S.C. 2611 29 U.S.C. 2612 29 U.S.C. 2612	Employee's eligibility for FMLA leave shall be based on criteria established by law. 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.

29 U.S.C. 2612	Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered US servicemember. The Career Center 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.
29 CFR 825 200	When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, personal or family leave, the employee may utilize such paid leave concurrent with the FMLA leave, at the employee's discretion. Legal 29 U.S.C. 2601 et seq 29 CFR Part 825 29 U.S.C. 2619 29 U.S.C. 2611 29 U.S.C. 2612 29 CFR 825 200 Pol. 813