

EMPLOYEES

Series 400

Policy Title Employee Family and Medical Leave

Code No. 409.03

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as fiscal year July 1 to June 30. Requests for family and medical leave shall be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding family and medical leave of such employees shall be followed.

The links below are to applicable forms on the U.S. Department of Labor web site.

[Http://www.dol.gov/compliance/laws/comp-fmla.htm](http://www.dol.gov/compliance/laws/comp-fmla.htm)

WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition (PDF).

WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition (PDF).

WH-381 Notice of Eligibility and Rights & Responsibilities (PDF).

WH-382 Designation Notice (PDF).

WH-384 Certification of Qualifying Exigency for Military Family Leave (PDF).

WH-385 Certification for Serious Injury or Illness of Covered Service Member - for Military Family Leave (PDF).

Legal Reference:

Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942). 29 U.S.C. 2601 *et seq.*
29 C.F.R. Pt. 825 826
Pub.L. 116-127

Cross Reference:

409.02 Employee Leaves of Absence

409.08 Licensed Employee Unpaid Leave

414.03 Classified Employee Family and Medical Leave

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