

# Series 400 – Employees

Policy Title: FAMILY AND MEDICAL LEAVE ACT

Policy Code No. 408.23

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Family and Medical Leave Act (FMLA) is federal legislation that states unpaid family and medical leave will be granted up to 12 weeks per year for certain specified family and medical reasons. Requests for family and medical leave shall be made to the Superintendent or designee. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. The District will fully comply with the FMLA Act of 1993 and all subsequent updates.

Employees may be allowed to substitute paid leave for unpaid family and medical leave (FMLA) by meeting the requirements set out in the family and medical leave (FMLA) administrative rules (eg. childbirth, recovery and care). It shall be the responsibility of the Superintendent or designee to develop administrative rules to implement this policy.

Date of Adoption        06/17/1996  
Review Date             04/27/2009  
Revision Date          04/27/2009

Legal Ref.:     WHITNEY V. RURAL IND. SCHOOL DISTRICT, 232 Iowa 61, 4  
                      N.W. 2d 394 (1942)  
                      26 U.S.C. 2601 et seq. (Supp. 1993)  
                      29 C.F.R. Pt. 825 (1993)  
                      Iowa Code 20; 85.33, .34, .38(3); 216; 279.40 (1993)  
                      1980 Op. Att’y Gen. 605  
                      1980 Op. Att’y Gen. 177, 353  
                      980 Op. Att’y Gen. 91

Cross Ref.: