

Series 400 – Employees

Policy Title: Licensed Employee Family and Medical Leave

Policy Code No. 409.3

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 July 1 – June 30. Requests for family and medical leave will be made to the Director of Human Resources.

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.

Date of Adoption 1/27/2020

Review Date

Revision Date

Legal Ref.: 29 U.S.C. §§ 2601 et seq.
 29 C.F.R. § 825.
 Iowa Code §§ 20; 85; 216; 279.40.
 Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).

Cross Ref.: 409.2 Licensed Employee Personal Illness Leave
 409.8 Licensed Employee Unpaid Leave
 414.3 Classified Employee Family and Medical Leave