

Personnel

Series 400

Policy Title: Licensed Employee Family and Medical Leave

Code No. 409.3

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Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life and up to 26 weeks of leave to care for a covered service member during a single 12 month period. For purposes of this policy, year is defined as a “rolling” 12-month period measured backward from the date of any FMLA usage. Requests for family and medical leave shall be made to the Superintendent.

Employees will be required to substitute paid sick leave for unpaid family and medical leave. 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 shall be the responsibility of the Superintendent to develop administrative rules to implement this policy.

The requirements stated in any collective bargaining agreement between employees in that licensed collective bargaining unit and the Board regarding family and medical leave of such employees shall be followed.

Adopted: April 24, 1995

June 17, 2013

June 19, 2017

Amended: June 2, 2008

October 19, 2008

April 1, 2019

Reviewed: June 2, 2008

Legal Reference: (Code of Iowa)

Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394(1942)

26 U.S.C. §§ 2601 et seq. 29 C.F.R 825.

Iowa Code §§ 20; 85; 216 279.40

1980 Op. Att’y Gen. 605.

Cross Reference: 409.2 - Sick Leave

409.8 Licensed Employee Unpaid Leave

414.3 Classified Employee Family and Medical Leave