

Personnel

Series 400

Policy Title: Classified Employee Family and Medical Leave

Code No. 414.3

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. Requests for family and medical leave shall be made to the Superintendent or designee.

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 and, in certain circumstances, employees generally 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

Legal Reference: (Code of Iowa)

26 U.S.C. § 2601 et seq. (2004).

29 C.F.R. Pt. 825 (2004).

Reviewed: June 2, 2008  
September 9, 2013  
September 5, 2017

Amended: June 2, 2008  
October 19, 2009  
October 16, 2017

Cross Reference: 414.2 - Personal Illness  
414.8 - Absence Without Pay - Classified