

**401.11 Family and Medical Leave**

Unpaid family and medical leave will be granted up to twelve (12) weeks per year for qualifying leave to assist employees in balancing family and work life. For purposes of this policy, year is defined as a “rolling” twelve (12) month period measured backward from the date of any FMLA leave usage. Requests for family and medical leave will be made to the Director Human Resources/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 when at all possible in accordance with federal law. Employees shall be required to complete all necessary Family and Medical Leave Act documentation prior to any leave being approved as family and medical leave. The required documentation shall be as outlined in this policy and as required by the Department of Labor. All documentation and forms shall be available on the school district’s website. If the employee fails to complete and return all necessary Family and Medical Leave Act documentation, and the leave is such that would be covered as approved family and medical leave, the administration may designate the leave as approved family and medical leave.

The school district will require to run concurrently applicable paid leave during any family and medical leave by meeting the requirements set out in the family and medical leave administrative rules.

The requirements stated in the Master Contract between employees in the various collective bargaining units, if applicable, and the school board and/or school district regarding family and medical leave of such employees and the requirements stated in any other contract, collective or individual, between any employees and the school board and/or school district regarding family and medical leave of such employees will be followed. This policy provision, as well as all policy provisions, concerning family and medical leave may be applied differently to classified, non-classified, certified, non-certified and other classifications of employees.

It is the responsibility of the superintendent/designee to develop administrative rules to implement this policy.