

## PERSONNEL

### GENERAL PERSONNEL - FAMILY AND MEDICAL LEAVE

Employees who have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,250 hours during the preceding 12 month period may request unpaid Family and Medical leave as set forth in this policy and Administrative Procedures. A full-time teacher will be considered to have fulfilled the 1,250 hour requirement unless the District is able to clearly demonstrate that the teacher did not work the required 1,250 hours during the preceding 12 months.

Eligible employees are entitled to a total of twelve (12) workweeks of unpaid leave during a twelve (12) month period (measured backward from each date an employee uses any Family and Medical Leave), for the following reasons:

1. The birth and first-year care of a son or daughter;
2. The adoption or foster placement of a child;
3. The serious health condition of an employee's spouse, parent or child;
4. The employee's own serious health condition; or
5. A "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter or parent is a "covered military member" on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

In addition, an eligible employee is entitled to a total of 26 workweeks of leave during a single 12-month period (measured forward from the first day of the leave) to care for a "covered service member" with a serious injury or illness, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

The Superintendent shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act.

LEGAL REF: Family and Medical Leave Act, 29 U.S.C. 2601 et seq., 29 C.F.R. Part 825.

Adopted: February 24, 1994  
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