

The district will grant up to twelve (12) weeks per year in unpaid family and medical leave pursuant to state and federal laws. For purposes of this policy, a year is defined to begin on July 1 of each year, and to end on June 30 of each year. Requests for family and medical leave shall be made to the superintendent.

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 and the family and medical leave regulations in these policies prior to starting family and medical leave.

The requirements stated in the master contract between employees in the certified collective bargaining unit, if applicable, and the board and/or 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 board and/or 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, licensed, and non-licensed employees.

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

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