

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 be a “rolling” 12-month period measured backward from the date an employee takes FMLA leave. Requests for family and medical leave shall be made to the district office.

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 each employee groups handbook regarding family and medical leave 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.

Review: 9/22/08

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Reviewed: 9/28/15