

EPHRATA AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: December 18, 2006

REVISED: October 21, 2019

335. FAMILY AND MEDICAL LEAVES	
<p>1. Authority 29 U.S.C. 2601 et seq 29 CFR Part 825</p>	<p>The Board shall provide eligible administrative, professional, and support employees with unpaid leaves of absence in accordance with the Family and Medical Leave Act, hereinafter referred to as FMLA.</p> <p>Employee requests for FMLA leave shall be processed in accordance with law and Board policy.</p>
<p>2. Delegation of Responsibility 29 U.S.C. 2619</p>	<p>The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to Human Resources.</p>
<p>3. Guidelines 29 U.S.C. 2611, 2612</p>	<p>Employees' eligibility for FMLA leave shall be based on the criteria established by law.</p>
<p>29 U.S.C. 2612</p>	<p>Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement, or first-year care of a child; to care for a seriously ill spouse, child, or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.</p>
<p>29 U.S.C. 2612</p>	<p>Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.</p>
<p>29 CFR 825.200</p>	<p>The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.</p>

29 U.S.C. 2612

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal, or family leave, the employee is required to utilize such paid leave concurrent with the FMLA leave.

References:

Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq., 2611, 2612, 2619

Family and Medical Leave Act, Title 29, Code of Federal Regulations – 29 CFR Part 825, 825.200