

Board Policy

Code No. 403.8

EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1st through June 30th. Requests for family and medical leave shall be made to the Superintendent or designee.

Employees shall be required to use all existing appropriate paid leave prior to taking unpaid family and medical leave. Paid leave from the District and the twelve (12) weeks of FMLA leave run concurrently. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It shall be the responsibility of the Superintendent to develop administrative rules to implement this policy.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the Board regarding family and medical leave of such employees shall be followed.

Legal Reference: *Whitney v. Rural Ind. School. District, 232 Iowa 61, 4 N.W.2d 394 (1942).*
26 U.S.C. §§ 2601 et seq. (2006)
29 C.F.R. Pt. 825 (2006).
Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40 (2009).
1980 Op. Att'y Gen. 605.
1972 Op. Att'y Gen. 177, 353.
1952 Op. Att'y Gen. 91.

Cross Reference: *409.2 Licensed Employee Personal Illness Leave*
409.7 Licensed Employee Non-Contractual Unpaid Leave
414.2 Classified Employee Personal Illness Leave
414.7 Classified Employee Non-Contractual Unpaid Leave

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