Policy 409.3 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 the 12-month period measured forward from the first date an employee takes FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12 month period. Requests for family and medical leave will 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 prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

NOTE: This policy is consistent with federal law regarding family and medical leave. The links below are to applicable forms on the U.S. Department of Labor Web site.

Links:

https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf

WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition(PDF)

- WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition(PDF)
- WH-381 Notice of Eligibility and Rights & Responsibilities(PDF)
- WH-382 Designation Notice(PDF)
- WH-384 Certification of Qualifying Exigency For Military Family Leave(PDF)

WH-385 Certification for Serious Injury or Illness of Covered Servicemember -- for Military Family Leave(PDF)

Legal Reference:

29 U.S.C. §§ 2601*et seq*.

29 C.F.R. § 825.

Iowa Code §§ 20; 85; 216; 279.40.

Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).

Cross Reference:

409.2 Employee Leave of Absence

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