

SUPPORT STAFF FAMILY AND MEDICAL LEAVE

The District will grant FMLA leave to noncertificated employees as required by the Family and Medical Leave Act of 1993 with the following provisions:

1. FMLA leave will be available for employees whom the District has employed for at least one contract year.
2. FMLA leave is defined as unpaid leave for the employee's own illness, the birth and first-year care of a child, the adoption or foster-parent placement of a child, and the care of a child, spouse, or parent who has a serious health condition.
3. Employees must use all available accumulated sick leave before using FMLA leave.
4. Employees may use a maximum of 12 weeks of leave per year the provisions of this policy, including sick leave and leave. A year is defined as the District fiscal year.
5. Employees must give at least 30 days notice before taking FMLA leave, if possible. Application for FMLA leave shall be made to the immediate supervisor, with final approval given by the superintendent.
6. The District will continue to pay its portion of employee benefits for the period of the FMLA leave. However, if the employee resigns from his/her position without returning to work, the employee must reimburse the District for these payments.
7. The Board or superintendent reserves the right to require health certification before the employee returns to work. The Board or superintendent also may require a doctor's certificate to determine whether an illness of either the employee or a family member is a "serious health condition" as defined by the Act.