

SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: March 18, 2014

REVISED:

335. FAMILY AND MEDICAL LEAVES	
<p>1. Authority 29 U.S.C. Sec. 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, Board policy and administrative regulations.</p>
<p>2. Delegation of Responsibility</p> <p>29 U.S.C. Sec. 2619</p>	<p>The Superintendent shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.</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 the Superintendent, or designee.</p>
<p>3. Guidelines 29 U.S.C. Sec. 2611, 2612</p> <p>29 U.S.C. Sec. 2612</p> <p>29 U.S.C. Sec. 2612</p>	<p>Employees' eligibility for FMLA leave shall be based on the criteria established by law.</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>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 Sec. 825.200</p>	<p>The district shall utilize a fixed twelve-month period from July 1st to June 30th to determine if an employee has exhausted his/her FMLA leave in any twelve-month period, unless otherwise specified in a collective bargaining agreement, agreement, or contract.</p>
<p>29 U.S.C. Sec. 2612</p>	<p>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 may utilize such paid leave during the FMLA leave. To the extent not otherwise expressly prohibited by any applicable CBA, or other group or individual employee contract or agreement, the FMLA leave will run concurrently with any leave entitlements the employee may have.</p> <p>Additional provisions for FMLA leave shall be granted in accordance with law and applicable provisions of an administrative compensation plan, individual contract, collective bargaining agreement and/or Board resolution.</p>
	<p>References:</p> <p>Family And Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.</p> <p>Family And Medical Leave Act, Title 29, Code of Federal Regulations – 29 CFR Part 825</p> <p>Board Policy – 000, 813</p>