



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	CLASSIFIED, CONFIDENTIAL AND PARAPROFESSIONAL EMPLOYEES
TITLE:	FAMILY AND MEDICAL LEAVES
ADOPTED:	5/25/16
REVISED:	

535 - FAMILY AND MEDICAL LEAVES

Section 1. Authority

29 U.S.C.
Sec. 2601 et seq.
29 CFR
Part 825
Pol. 000, 501

The Board shall provide eligible classified, confidential, and paraprofessional employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA. Employee requests for FMLA leave shall be processed in accordance with law, Board policy, and Administrative Procedures and regulations.

Section 2. Definition

Eligible employee – employee who has completed 1250 hours of work prior to request for FMLA leave and who produces a legitimate medical notice of health issue.

Section 3. Delegation of Responsibility

29 U.S.C.
Sec. 2619

- a. The Superintendent or designee shall develop and disseminate Administrative Procedures and regulations to implement FMLA leave for eligible employees.
- b. 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.
- c. Employee requests for leave, both FMLA and non-FMLA shall be submitted in writing on a District form provided by the Human Resources Department.

Section 4. Guidelines

29 U.S.C.
Sec. 2611, 2612

- a. Employees’ eligibility for FMLA leave shall be based on the criteria established by law. Additional leave shall be determined by the employees’ Collective Bargaining Agreement.
- b. 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

<p>29 U.S.C. Sec. 2612</p> <p>29 CFR Sec. 825.200</p> <p>29 U.S.C. Sec. 2612</p>	<p>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>c. 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 service member.</p> <p>d. 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> <p>e. When an employee requests FMLA leave and qualifies for and is entitled to accrued paid sick leave, the employee is required to utilize such paid leave concurrently with the FMLA leave.</p> <p>f. An employee returning from a medical leave covered under FMLA is required to submit a doctor’s release before returning to work.</p> <p><u>References:</u> Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq. Family and Medical Leave, Title 29, Code of Federal Regulations – 29 CFR Part 825 Board Policy – 000, 501</p>
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