KUTZTOWN AREA
SCHOOL DISTRICT

335. FAMILY AND MEDICAL LEAVES

1. Authority
   29 U.S.C.
   Sec. 2601 et seq
   29 CFR Part 825
   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.

   Employee requests for FMLA leave shall be processed in accordance with law,
   Board policy and administrative regulations.

2. Delegation of Responsibility
   The Superintendent shall develop and disseminate administrative regulations to
   implement FMLA leave for eligible employees.

   29 U.S.C.
   Sec. 2619
   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.

   Employee requests for leave, both FMLA and non-FMLA, shall be submitted in
   writing on a district form to the Superintendent.

3. Guidelines
   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.

   Employees’ eligibility for FMLA leave shall be based on the criteria established by
   law.

   29 U.S.C.
   Sec. 2611, 2612
   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 National Guard or Reserves.

   29 U.S.C.
   Sec. 2612
   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.
<table>
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<th>Reference</th>
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<tr>
<td>29 CFR Sec. 825.200</td>
<td>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.</td>
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<td>29 U.S.C. Sec. 2612</td>
<td>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 prior to beginning the FMLA leave. The number of accrued sick, vacation, or personal days used for an employee illness prior to the FMLA leave will be determined by the physician, in writing.</td>
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References:

- 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, 813