Code No. 408.1
Formerly Code No. 409.4

Employee Family and Medical Leave

Unpaid family and medical leave will be granted up to twelve (12) weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as a twelve (12) month period measured backward from the date an employee uses any family and medical leave. Requests for family and medical leave shall be made to the superintendent.

Paid leave available to the employee will run concurrently with the family and medical leave, as outlined 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.

Employees shall be required to complete all necessary family and medical leave act documentation in order for any leave to be approved as family and medical leave. The required documentation shall be as outlined in this policy and as required by the Department of Labor. All documentation and forms shall be made available in the administrative offices of each building.

The requirements stated in the master contract between employees in a certified collective bargaining unit and the board regarding family and medical leave of such employees and the requirements stated in any other contract, collective or individual between any employees and the board and/or district regarding family and medical leave of such employees will be followed. This policy provision, as well as all policy provisions, concerning family and medical leave may be applied differently to classified, non-classified, licensed, non-licensed, and other classifications of employees.

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:

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03/11/13

TREYNOR COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS