

Personnel – General

E. Leaves of Absence

4050 Family and Medical (FMLA) * (Unpaid Leave)

Eligibility

Employees are eligible for FMLA leave if:

1. They have been employed for at least 12 months:
 - a. the 12 months need not be consecutive;
 - b. 52 weeks will be considered as 12 months;
 - c. if employee is on payroll for part of a week the entire week must be counted as a week of employment; and
2. They have worked at least 1,250 hours within the 12-month period immediately preceding the leave.
3. The 12-month period shall be measured forward from the first date that an employee's first FMLA leave begins.

Reasons for Leave

Family or medical problems that entitle eligible employees to leave under FMLA are:

1. Birth of a child and in order to care for that child.
2. Placement of a child with the employee for adoption or foster care.
3. Care for the employee's child, spouse, parent, or equally significant other person with a serious health condition.
4. Employee's own serious health condition that makes the employee unable to perform the essential functions of the job.

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If two employees both work for the District, and if the leave is taken for the birth or placement of a child or to care for a parent with a serious health condition, the District limits the aggregate leave taken by both employees to a total of 12 weeks. However, if the leave is taken by either employee to care for one another who is seriously ill, or for his/her own illness, then each is eligible for 12 weeks of leave.

If an employee experiences more than one of these events in a 12-month period, only a total of 12 weeks of leave is available.

Definition and procedures to obtain this leave are included in the Administrative Rules and Procedures.