

Personnel – General

Administrative Rules and Procedures

4050 Family and Medical (FMLA) (Unpaid Leave)

Duration of Family and Medical Leave

1. If an employee is taking a Family and Medical Leave for the birth or adoption of a child, the employee must initiate the Family and Medical Leave within one year of the birth or adoption of a child. Additionally, the minimum duration for such leaves is two weeks; however, an employee may request a shorter leave of at least one day but less than two weeks on any two occasions during the one-year period.
2. If an employee is pregnant, the employee has certain rights under the California Family Rights Act (CFRA) and the FMLA will coordinate with that law as applicable

Intermittent/Reduced Leave

1. In the case of a serious health condition, leaves may be taken intermittently or on a reduced leave schedule when medically necessary. Employees may not take intermittent or reduced leave in the case of childbirth or placement of a child, unless specified in the bargaining unit's contract.

Method of Requesting Family and Medical Leave

1. If possible, submit the Family and Medical Leave Request/Acknowledgement form with required documentation at least 30 calendar days in advance. The form can be obtained in Human Resources Department.
2. For unforeseeable events, submit the form with documentation as soon as the employee learns of the need for taking a Family and Medical Leave.
3. Failure to comply with the above rules may be grounds for, and may result in denial or deferral of the Family and Medical Leave.
4. The District, when learning of a possible FMLA absence, may designate the absence as such by informing the employee orally or in writing. If notice is given orally, a written notice to the employee shall follow.

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Impact on Retirement and Benefits

1. Impact on other benefits, e.g., group life/accident insurance, etc., will be in accordance with the existing policies, rules, or procedures of the Insurance carrier and/or District policies.
2. Advancement on a salary schedule while on Family and Medical Leave will be in accordance with board policy regarding unpaid leaves of absence.
3. Impact on retirement service credit will be in accordance with the policies of the applicable retirement plan, i.e., State Teachers' Retirement System (STRS) and Public Employment Retirement System (PERS).
4. Reinstatement to position: Employees will be reinstated to the same position at the completion of their Family and Medical Leave.