

**Family and Medical Leave Act
Leaves of Absence
(see policies #6550, #6551 and 6552)**

The Board of Education, in accordance with the Family and Medical Leave Act of 1993 (FMLA), gives “eligible” employees of the District the right to take unpaid leave for a period of up to 12 workweeks (or up to 26 weeks of leave to care for a covered service member with a serious injury or illness) in a 12-month period according to the following timeframe: a “rolling” twelve-month period will be used that is measured backward from the date an employee uses any FMLA leave.

Employees are “eligible” if they have been employed by the District for at least 12 months, or 52 weeks and for at least 1,250 hours of service during the previous 12-month period. Full-time teachers are deemed to meet the 1,250 hour test. The law covers both full time and part time employees.

Qualified employees may be granted leave for one or more of the following reasons:

- 1) The birth of a child and care for the child (until the child reaches the age of 1 year)
- 2) Adoption of a child and care for the child (within 12 months of adoption)
- 3) The placement with the employee of a child in foster care (within 12 months of placement)
- 4) To care for a spouse, child, or parent who has a serious health condition as defined by the FMLA
- 5) The “serious health condition” of the employee, as defined by the FMLA, which prevents the employee from performing his or her job.
- 6) Because of a ‘qualifying exigency’ arising out of the fact that the spouse, son, daughter, or parent of the employee, who is a reservist or retired member of the Regular Armed Forces, or Reserves, is on federal active duty or has received a federal call to active duty status (as defined by the Department of Labor).