

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

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CARLISLE AREA SCHOOL DISTRICT

335. FAMILY AND MEDICAL LEAVES

Authority

The Board shall provide eligible administrative employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.

The Board shall deny a request for leave when an employee does not comply with Board policy and administrative guidelines. [1] [5]

Delegation of Responsibility

The Superintendent shall develop and disseminate administrative regulations to implement FMLA leaves for eligible employees.

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. [4]

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

Guidelines

Employees' eligibility for FMLA leaves shall be based on the criteria established by law. [2] [3]

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 Armed Forces alerted for foreign deployment or during foreign deployment. [3]

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.

Upon sufficient information concerning a qualifying event, the District shall designate leave as FMLA protected leave. The District may retroactively designate leave as FMLA protected, in accordance with law.

The District shall concurrently run any applicable accrued sick, vacation, personal, family, or other leave provided by the District with FMLA designated leave. No employee can exceed twelve weeks of FMLA leave (or 26 weeks of military caregiver leave). [2][5]

Legal References:

1. 29 U.S.C. 2601 et seq.
 2. 29 CFR Part 825
 3. 29 U.S.C. 2619
 4. 29 U.S.C. 2611
 5. 29 U.S.C. 2612
 6. 29 CFR 825.200
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Pol. 813