

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
12/10/15	335.1 of 4/21/94	335.1R1

Title: Family and Medical Leave

Purpose: The Board shall provide eligible administrative, professional, and support staff employees with unpaid leaves of absence in accordance with the Family and Medical Leave Act, hereinafter referred to as FMLA.

Policy: Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative procedures.

The Superintendent or his/her designee shall develop and disseminate administrative procedures to implement FMLA leaves for eligible employees.

The District shall post a notice regarding the provisions of the FMLA and the procedure for filing a complaint on the District website.

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a District form to the Human Resources Department.

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

Eligible employees shall be provided up to twelve weeks 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.

Eligible employees shall be provided up to twenty-six weeks of unpaid leave in a single twelve-month period to care for an ill or injured service member.

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.

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal, or family leave, the employee may utilize such paid leave during FMLA leave.

**Responsible
Administrator:** Director of Human Resources