

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: SUPPORT EMPLOYEES
TITLE: FAMILY AND MEDICAL LEAVES
ADOPTED: 6/9/2014
REVISED:

535. FAMILY AND MEDICAL LEAVES	
<p>1. Authority 29 U.S.C. Sec. 2601 et seq. 29 CFR Part 825</p>	<p>The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family and Medical Leave Act, hereinafter referred to as FMLA.</p> <p>Employee requests for FMLA leave shall be processed in accordance with the law, Board policy and administrative regulations.</p>
<p>2. Delegation of Responsibility 29 U.S.C. Sec. 2619</p>	<p>The Principal shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.</p> <p>The charter school shall post, in conspicuous places in the building customarily used for notices to employees and applicants, a notice regarding the provision of the FMLA and the procedure for filing a complaint.</p> <p>Employees requests for leave, both FMLA and non-FMLA, shall be submitted in writing to the Principal.</p>
<p>3. Guidelines 29 U.S.C. Sec. 2611, 2612 29 U.S.C. Sec. 2612</p>	<p>Employees' eligibility for FMLA leave shall be based on the criteria established by law.</p> <p>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.</p>

535. FAMILY AND MEDICAL LEAVES

29 U.S.C. Sec. 2612	Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered service member.
29 CFR Sec. 825.200	The charter school 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.
29 U.S.C. Sec. 2612	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 is required to utilize such paid leave during the FMLA leave.
	<p>References:</p> <p>Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.</p> <p>Family and Medical Leave, Title 29, Code of Federal Regulations – 29 CFR Part 825</p> <p>Public School Code – Article XVII – A</p>