

The Geary School District will comply with the requirements of the Family and Medical Leave Act of 1993 (the “FMLA”), Public Law 103.3. The FMLA requires that a covered employer provide up to twelve (12) weeks of unpaid leave to eligible employees.

“Eligible employees” are employees who have been employed by the Geary School District for at least one year; and have worked at least 1,250 hours during the previous twelve-month period and who have requested leave for a reason covered by the Act.

All eligible employees who meet the Act’s requirements may be granted a total of twelve (12) weeks of unpaid family leave and paid sick, vacation and personal leave combined during any year. The “year” is defined as the 12-month period measured from the first day teachers are required to report to work for the current contract year. Following are allowable reasons for FMLA leave:

- For the birth of a child and to care for such child, or placement of a child with an employee for adoption or foster care;
- To care for a spouse, child or parent with a serious health condition; or
- For a serious health condition of the employee that makes the employee unable to perform his/her job functions.

“Serious health condition” means one, which requires either in-patient care, or continuing treatment by a health care provider. The term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. The term *does not cover* short-term conditions for which treatment and recovery are very brief. Such conditions are normally covered by the District’s sick leave policy.

Employees wishing to take Family and Medical leave shall submit a written request to the Superintendent as soon as they determine the need for such leave. The District shall require FMLA leave to be taken concurrently with the employee’s accrued paid sick leave.

FAMILY AND MEDICAL LEAVE

Approved: February 7, 2011

Board Clerk

Board President