

Family and Medical Leave

Procedure to Request Leave

Foreseeable FMLA leave shall be requested 30 days in advance.¹ If 30 days' notice is not practicable, the employee shall provide notice as soon as possible. An employee shall at least provide verbal notice of leave to the building principal or direct supervisor. Requests for foreseeable FMLA leave must be made in writing and include the reason for the leave, anticipated duration, and anticipated commencement date, and be submitted to the Human Resources Office using the online request form.

Request for Medical and Qualifying Exigency Certification

When requested, medical or qualifying exigency certification shall be provided in accordance with law (29 CFR 825.305-825.310). Failure to provide certification or adequate certification may result in delaying or denying an employee's leave request. Medical certification must contain all components in 29 CFR 825.306, 825.309, or 825.310.

Intermittent or Reduced-Leave Requests

1. The Board limits leave increments to one-hour periods of time.
2. An employee should follow the regular notice procedures when requesting an intermittent or reduced-hour leave. If the leave is taken because of the birth or placement of a child, leave may be taken intermittently or on a reduced schedule only if the Human Resources Director agrees.

Response to Leave Request

Response to leave requests will be made in accordance with 29 CFR 825.300. When applicable, the District will require fitness-for-duty documentation certifying that an employee is able to perform essential job functions as a condition of returning to work. The District shall provide notice of this requirement to employees in accordance with law.

Posting and Notice to Employees

Building principals shall post a notice explaining the FMLA's provisions in a location where it can be readily seen by employees. The FMLA Fact Sheet, published by the Department of Labor, Wage and Hours Division, shall be incorporated into employee handbooks, records management, and online at the Human Resources link on the District's website.

Recordkeeping

The Superintendent shall ensure that records are kept according to the requirements contained in law. (29 C.F.R. 825.500)

¹ See 29 CFR 825.302