

Code No. 409.3

Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

Legal Reference: Iowa Code §§ 20.7; 279.8(2011).

## LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as a single 12 month period. Requests for family and medical leave will be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding family and medical leave of such employees will be followed.

NOTE: This policy is consistent with federal law regarding family and medical leave. The links below are to applicable forms on the U.S. Department of Labor Web site.

Links: [WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)

Cross Reference:       401.3 Employee Conflict of Interest  
                          402.7 Employee Outside

[\(PDF\) WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition](#)  
[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)

[WH-382 Designation Notice \(PDF\)](#)

[WH-384 Certification of Qualifying Exigency  
For Military Family Leave \(PDF\)](#)

[WH-385 Certification for Serious Injury or  
Illness of Covered Servicemember -- for  
Military Family Leave \(PDF\)](#)

Legal Reference:

*Whitney v. Rural Ind. School*  
*. District*, 232 Iowa 61, 4 N.W.2d 394 (1942).  
26 U.S.C. §§ 2601 *et seq.*  
(2010)

29 C.F.R. Pt. 825 (2010).

Iowa Code §§ 20; 85.33, .34,  
.38(3); 216; 279.40 (2011).

1980 Op. Att'y Gen. 605.

1972 Op. Att'y Gen. 177,

353.

1952 Op. Att'y Gen. 91.

Cross Reference: 409.2 Licensed  
Employee Personal Illness Leave

Unpaid Leave

409.8 Licensed Employee

414.3 Classified Employee  
Family and Medical Leave

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