



Code No. 409.3

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, a year is defined as a “rolling” 12-month period measured backward. Requests for family and medical leave will be made to the Human Resources Department. 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.

Legal Reference:

29 U.S.C. §§ 2601 et seq.

29 C.F.R. § 825

Iowa Code §§ 20; 85; 216; 279.40.

Whitney v. Rural Ind. School. District, 232 Iowa 61, 4 N.W.2d 394 (1942).

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