

## 4208 Family Medical Leave

~~The District believes in and supports the Family and Medical Leave Act. (P.L. 103-3).~~ The Family and Medical Leave Act (FMLA) is a federal law that entitles an eligible employee with a qualifying leave event to job-protected leave. An employee will be entitled to up to 12 weeks of family leave in any 12-month period. To be eligible for the job protection benefits under this policy, an employee must have been employed by the District for the previous 12 months.

The 12-month period will be determined on an individual basis, with the first day of family leave initiating the 12-month period. Campbell County School District uses the rolling backward year calculating method. After the first three days of consecutive absences, any further scheduled work days missed will count toward the employee's annual 12 weeks of family leave. This will also include any intermittent leave or reduced hours leave. Family Medical Leave is not paid leave, employees will be required to use earned leave during their absence.

### ADOPTION DATE:

April 26, 1993; Revised February 20, 1995; July 10, 1995; Reviewed January 23, 2007; Revised March 4, 2014; Reviewed May 26, 2015; Revised January 24, 2023

LEGAL REFERENCE(S): Family and Medical Leave Act: P.L. 103-3

CROSS REFERENCE(S): 4200, 4205, 4220, 4220-R , 4229, 4229-R

ADMINISTRATIVE REGULATION: 4208-R