

### **Family Medical Leave Act**

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 July 1 through June 30. Requests for family and medical leave shall be made to the superintendent or designee.

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.

Adopted: November 10, 1997  
Reviewed: November 29, 2007  
Reviewed: March 26, 2013

Legal Reference:  
Whitney v. Rural Ind. School District,  
232 Iowa 61, 4 N.W. 2<sup>nd</sup> 394 (1942)  
26 U.S.C. & 2601 et seq. (Supp. 1993)  
29 C.F.R. Pt. 825 (1993).  
Iowa Code && 20; 85.33, .34, .38(3); 216;  
279.40 (1995).  
1980 Op. Att'y Gen. 605.  
1972 Op. Att'y Ge. 177, 353.  
1952 Op. Att'y Gen. 91.