

Code No. 409.3 LICENSED AND CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted for up to twelve (12) weeks per year to assist eligible 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.

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. Licensed and classified employees eligible for family leave 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.

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.

LEGAL REFERENCE: Whitney v. Rural Ind. School District, 232 Iowa 61,4
N.W.2d 394 (1942).
29 U.S.C. § 2601 *et seq.* (Supp. 2012).
29 C.F.R. Pt. 825 (2012).
Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40 (2013).
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
 [409.8](#) Licensed Employee Unpaid Leave
 [414.3](#) Classified Employee Family and Medical Leave

First Reading: July 18, 2018 **Second Reading: August 20, 2018**