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<b>Policy Manual</b>	

## **FAMILY AND MEDICAL LEAVE**

The District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall administer leave policies adopted by the Board, setting forth the rights and procedures granted by the Act, and shall ensure compliance with those policies personally, by delegation, or by some combination of personal oversight and delegation. An eligible employee must have been employed by the District for at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) months.

The twelve (12) month period in which the FMLA leave may be taken shall be defined as July 1 through June 30.

Legal References: P.L. 103-3, Family and Medical Leave Act of 1993

Adopted: January 12, 2009

Revised: August 11, 2014