

**Kimberly School District**  
**PERSONNEL 5328**

**Family Medical Leave**

In accordance with the provisions of the Family Medical Leave Act of 1993, a leave of absence of up to twelve (12) weeks during a twelve (12) month period may be granted to an eligible employee for the following reasons: 1) the birth of a child; 2) the placement of a child for adoption or foster care; 3) because of a serious health condition that makes the employee unable to perform the functions of the job; or 4) to care for the employee's spouse, child or parent with a serious health condition.

An employee is eligible to take FMLA leave if the employee has been employed for at least twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date when the leave is requested.

Employees ~~will be required to use all appropriate~~ **may choose to utilize a portion or all available** paid leave while on FMLA Leave.

Workers Compensation absences over five consecutive days will be designated FMLA Leave.

The Board has determined that the twelve (12) month period during which an employee may take FMLA leave shall be calculated on the district's fiscal year basis - July 1 to June 30.

At the discretion of the Superintendent, medical certification may be required to determine FMLA initial or continued eligibility as well as fitness for duty.

Legal Reference: Family Medical Leave Act -- 29 CFR 825, 29 USC 2601, et seq.,

Policy History:

Adopted on: Nov. 21, 2003

Revised on: