

	ABERDEEN SCHOOL DISTRICT	NEPN Code: GCCAC
	POLICIES AND REGULATIONS	

PERSONNEL

FAMILY AND MEDICAL LEAVE

The Aberdeen School District will comply with the Family and Medical Leave Act (FMLA) of 1993 (the Act) and will implement regulations as revised effective February 25, 2015. Under this policy, Aberdeen School District will grant up to twelve (12) weeks (or up to twenty-six (26) weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during twelve (12) month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

To qualify as FMLA leave under this policy, the employee must be taking leave for one or more of the reasons listed below:

- 1) The birth of a child and in order to care for that child;
- 2) The placement and care of a child for adoption or foster care and to care for the newly placed child;
- 3) To care for an immediate family member (spouse, child, or parent, but not parent-in-law) with a serious health condition;
- 4) When the employee is unable to perform any one of the essential functions and duties of his/her job functions because of a serious health condition;
- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty; or
- 6) Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member veteran.

The “twelve (12) month period” in which the leave may be taken shall be: A “rolling” 12 month period measured backward from the date an employee uses any leave under this policy.

Each time an employee takes leave, Aberdeen School District will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

REFERENCE: Family and Medical Leave Act (FMLA) of 1993, Revised 1/16/2009

ADOPTED: April 24, 2000

REVISED: November 12, 2007

REVISED: February 23, 2009

REVISED: April 8, 2013

REVISED: January 8, 2018