

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300 Employees

TITLE: Family And Medical  
Leaves

ADOPTED: January 18, 2018

REVISED:

## 335 FAMILY AND MEDICAL LEAVES

### **Authority**

The School Reform Commission shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.[1][2]\_\_\_

Employee requests for FMLA leave shall be processed in accordance with law, SRC policy and administrative procedures.

### **Delegation of Responsibility**

The Superintendent or designee shall administer procedures for implementing FMLA leave for eligible employees.

The District shall post, in conspicuous places customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.[3] \_\_\_

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Director of Employee Health Services.

### **Mandated Regulatory Guidelines**

Employee eligibility for and entitlement to FMLA leave shall be based on the criteria established by law.[4][5]

The District shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.[6] \_\_\_

When an employee requests a FMLA leave, and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee shall be required to utilize such paid leave during the FMLA leave.[5] \_\_\_

**Legal References:**

1. 29 U.S.C. § 2601 et seq
2. 29 CFR Part 825
3. 29 U.S.C. 2619
4. 29 U.S.C. 2611
5. 29 U.S.C. 2612
6. 29 CFR 825.200