THE SCHOOL DISTRICT OF PHILADELPHIA

No. 335

Section: 300 Employees

Title: Family And Medical Leaves

Adopted: January 18, 2018

Revised: February 26, 2026

335   FAMILY AND MEDICAL LEAVES

Purpose

The Board of Education ("Board") of the School District of Philadelphia ("District") is committed to supporting its employees in balancing their health, work, and family responsibilities. The Family and Medical Leave Act (FMLA) policy provides eligible employees with job-protected leave for specified family and medical reasons. This policy ensures compliance with federal law and reflects the District's commitment to creating a supportive work environment for its employees.

Authority

The Board shall provide eligible 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, Board policy and Administrative Procedures.

Delegation of Responsibility

The Superintendent or designee shall develop Administrative 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 FMLA leave shall be submitted in writing.

Mandatory Procedures

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 begins to determine if an employee meets the FMLA eligibility requirements. [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 . 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](#)