

CHESTER COUNTY INTERMEDIATE UNIT 24

SECTION: EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: JULY 21, 2010

REVISED: NOVEMBER 18, 2020

335. FAMILY AND MEDICAL LEAVES

<u>Policy Section</u>	<u>Policy Description</u>
1. Authority	<p>The Board 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.</p> <p>Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.</p>
2. Delegation of Responsibility	<p>Legal Reference: 29 U.S.C., Sec. 2601 et seq, 29 CFR Part 825</p> <p>The Executive Director or designee shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.</p>
3. Guidelines	<p>The Intermediate Unit shall post, in conspicuous places in the Intermediate Unit customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA.</p> <p>Employee requests for leave shall be submitted as defined in procedure 335. Requests must be accompanied by the appropriate medically certified documentation.</p> <p>Employees' eligibility for FMLA leave shall be based on the criteria established by law.</p>
4. References:	<p>Legal Reference: 29 U.S.C., Sec. 2619, 29 U.S.C. Sec. 2611, 2612 Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.</p> <p>Family and Medical Leave, Title 29, Code of Federal Regulations – 29 CFR Part 825</p> <p>Board Policy – 000, 813</p>