



## ADRIAN PUBLIC SCHOOLS

### Policies and Regulations

NEPN Code:

GCBD

## Personnel

### Family and Medical Leave Act Policy

The Adrian Public School District is memorializing its policy concerning the Family and Medical Leave Act of 1993 (FMLA) for eligible employees. Eligible employees will be granted up to twelve (12) weeks of unpaid, job-protected leave within a twelve (12) month period for:

- A. The birth or care of a child (within twelve (12) months of birth);
- B. The adoption or foster care of a child (within twelve (12) months of adoption);
- C. The care of a spouse, son, daughter, or parent who has a serious health condition;
- D. A serious health condition of the employee that makes the employee unable to perform the functions of the job. A serious health condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a healthcare provider.
- E. The care of a spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces, undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred any time during the five (5) years preceding the date of treatment. (up to 26 weeks)
- F. Helping families of active-duty service members manage their affairs while the member is on active duty in support of a contingency operation. Examples: 1) Short-notice deployment; 2) Military events and related activities; 3) Childcare and school activities; 4) Financial and legal arrangements; 5) Counseling; 6) Rest and recuperation; 7) Post-deployment activities; and 8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Employees are covered by FMLA if:

- A. They have been employed by Adrian Public Schools for at least one (1) year; and
- B. They have worked at least One Thousand Two Hundred Fifty (1250) hours in the previous 12 month period. (Full-time teachers are considered to meet this requirement.)
- C. Spouses employed by Adrian Public Schools may be limited to a combined total of twelve (12) weeks of leave during a twelve (12) month period for the care of children or the care of close family members with a serious health condition.

Inquiries concerning the Family Medical Leave Act may be referred to the Superintendent's Administrative Assistant.

Adopted: December 1, 1993                      August 26, 2019  
Revised: May 5, 2008  
            October 5, 2009  
            June 18, 2012  
            February 27, 2017