

FAMILY AND MEDICAL LEAVE

The District is obligated to provide eligible employees with leave from work, and with all associated rights and mandated benefits, as provided under the following laws:

- The federal Family and Medical Leave Act (which also includes leave certain entitlements for qualifying military families in connection with caregiver leave and qualifying exigency leave)
- The Wisconsin Family and Medical Leave Act
- The Wisconsin Bone Marrow and Organ Donation Leave law (effective July 1, 2016)

The FMLA and WFMLA offer leave entitlements to eligible employees related to the following circumstances:

- Leave for the employee's own serious health condition.
- Leave to care for certain individuals who have a serious health condition.
- Leave connected to the birth of a child, adoption of a child, and certain foster placements.

The federal FMLA also provides for periods of leave and related rights to eligible employees for the following:

- Certain qualifying experiences that arise when an eligible employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty; and
- To care for a covered servicemember with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

Separate from the WFMLA and FMLA, state law also provides for work-related leave and certain related rights for eligible employees who serve as a bone marrow or organ donor.

Employees are expected to adhere to District-established procedures for requesting leave that may be for an eligible purpose under one or more of the laws listed above, including giving reasonable advance notice of the need for leave. Reasonable advance notice is normally at least 30 days in advance, except that when 30-days' notice is not possible, notice should be given as soon as possible under the circumstances.

The District Administrator, or his/her designee, shall process and respond to specific leave requests (i.e., approvals and denials), except that no employee shall approve or deny his/her own leave requests under these laws. The District Administrator has primary responsibility for ensuring that all required notices are provided to employees and for otherwise overseeing the implementation of the District's rights and obligations as an employer under these laws.

To the extent required by any applicable state or federal law or regulation, upon the District's receipt of an employee's request for such leave, or once the District Administrator becomes aware that an employee's need for leave is for a reason that may qualify under any of the types of leave being addressed in this policy, the District Administrator will:

1. Notify the employee if he or she is eligible for leave and, if eligible for leave under the federal FMLA, provide a notice of rights and responsibilities under the federal FMLA.
2. Notify the employee of the reason for ineligibility or denial of leave, if such a determination is made.
3. Notify the employee if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Additional information concerning employer and employee rights and obligations under the laws listed immediately above is included in the Employee Handbook.

School District of Rib Lake

Employees with questions in regard to family and medical leave should contact the District Administrator.

LEGAL REFERENCE:

Wisconsin Statutes

Section 103.10 [Wisconsin family and medical leave]
Section 103. 11 {Wisconsin bone marrow and organ donor leave}

Wisconsin Administrative Code

DWD Ch. 225 [state regulations governing family and medical leave]

Federal Law

29 U.S.C. Ch. 28 [federal FMLA statutes]
29 C.F.R. Part 825 [federal FMLA regulations, including special regulations that apply only to employees of schools]

CROSS REFERENCES:

Employee Handbook Appendix B: Family and Medical Leave Guidelines

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