

Family and Medical Leave

In accordance with the Family Medical Leave Act (FMLA), the District will grant up to 12 weeks of leave to eligible employees during any “rolling” 12-month period for an FMLA qualifying reason. To be eligible for FMLA leave, an employee must have worked for the District for at least one year, and worked 1250 hours or more in the 12 months preceding the beginning of leave. Eligible employees may elect to take up to 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with Federal Law.

Requests for FMLA leave will be made to the Superintendent. Employees must provide a written request for leave and sufficient medical certification to the Superintendent within 15 calendar days from the date of the employee’s absence. The District reserves the right to designate leave as FMLA or to request re-certification at the District’s discretion in accordance with federal law. Employees must comply with all other FMLA administrative rules prior to starting FMLA leave.

Existing paid leave (personal, sick, and/or family leave and vacation time) must be utilized first and concurrent with FMLA leave. Paid sick leave must be used while under doctor’s care. Any additional FMLA leave entitlement will be unpaid. The FMLA allowance will run concurrent with any Workers’ Compensation leave.

Your insurance benefits will be maintained for up to 12 weeks during your leave under the same conditions as if you continued to work. You must continue to pay your portion of the insurance premiums. You must make arrangements for payment of these premiums in a timely manner. If your leave extends for more than 12 weeks, you will become responsible for payment of the entire health insurance premium to maintain coverage.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment.

You will be required to present a certificate from your physician releasing you to full duty before returning to work. If an employee fails to return to work on the agreed upon return date, the District shall assume that the employee has resigned.

Links: [409.3R1](#), [409.3R2](#), [409.3E1](#), [409.3E2](#)

Links: <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

[WH-380-E Certification of Health Care Provider for Employee’s Serious Health Condition \(PDF\)](#)

[WH-380-F Certification of Health Care Provider for Family Member’s Serious Health Condition \(PDF\)](#)

[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)

[WH-382 Designation Notice \(PDF\)](#)

[WH-384 Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)

[WH-385 Certification for Serious Injury or Illness of Covered Servicemember -- for Military Family Leave \(PDF\)](#)

Legal Reference: 29 U.S.C. §§ 2601 et seq.
29 C.F.R. § 825

Iowa Code §§ 20; 85; 216; 279.40.

Whitney v. Rural Ind. School. District, 232 Iowa 61, 4 N.W.2d 394 (1942).

Cross Reference:

409.2 Licensed Employee Personal Illness Leave

409.8 Licensed Employee Unpaid Leave

414.3 Classified Employee Family and Medical Leave

Approved: February 14, 1994

Reviewed: June 12, 2017

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