## PERSONNEL SERVICES Policy 4321

## (Regulation 4321)

## Absences, Leave and Vacation (Form 4321)

# Family and Medical Leave

The Board recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with servicemembers’ service in the Armed Forces. The School has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by Board regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board has designated an administrator to act as FMLA Compliance Officer. As part of its compliance program, the School will notify each employee of the name, address and telephone number of the School’s FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the School’s FMLA compliance to ensure fair and equitable opportunities for all eligible employees.