

# PLEASANTVILLE COMMUNITY SCHOOL

## Employees

Policy Title **Employee Family and Medical Leave**

Code #**409.3**

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as Fiscal year July 1 - June 30. Requests for family and medical leave will be made to the superintendent or his/her designee, via the FMLA Request Form on the Staff Portal.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

### **Links:**

[FMLA Poster](#)

FMLA Forms can be accessed at the [Department of Labor's Website](#).

Pleasantville School's FMLA Request form can be found on the [Staff Portal](#)

### **Date of Adoption/Revision:**

1 – 01/10/94

2 – 04/11/94

3 – 11/08/99

4 – 12/13/99

5 – 03/13/06

6 – 04/10/06

7 – 12/10/12

8 - 04/13/21

9 - 02/11/25