Code: GBN

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

Family and Medical Leave

Maine School Administrative District #33 recognizes the need for employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. As a covered employer under the Family and Medical Leave Act of 1993 and the Maine Family Medical Leave Act, the District seeks to accomplish these purposes in a manner that will accommodate the legitimate interest of both the District and its employees.

The District will comply with all applicable provisions of the federal Family and Medical Leave Act of 1993 (FMLA), the Maine Family Medical Leave Act, and collective bargaining agreements, when analyzing an employee request for leave. The District will be responsible to determine whether the employee is eligible under the federal and/or state law. When an employee is eligible under both, the one that provides a greater benefit shall apply.

The District shall adopt appropriate regulations regarding the administration of FMLA leaves.

An employee must submit an application for leave to the superintendent's office at least 30 days in advance when the leave is foreseeable, or as soon as practical if it is not foreseeable. Upon receipt of application, the employee will be given a copy of the District policy and regulations governing the administration of Family and Medical Leave. The superintendent shall review the request and render a decision within two business days.

For the purpose of administering Family and Medical Leave, the 12-month/24 month period shall be measured forward from the date an employee's first leave begins.

Building administrators will be responsible to inform all employees on an annual basis regarding their rights and responsibilities under the FMLA.

This policy in no way modifies the applicable federal and state laws, which will be referred to when questions about implementation arise.

Legal Reference: 26 USC § 2601 et seq.
29 CFR Part 825
26 MRSA § 843 et seq.

Cross Reference: GBN-R Family and Medical Leave
GBN-E1 Employee Request for Family/Medical Leave
GBN-E2 Notice to Employee

History: Adopted Meeting #763 March 4, 2002