

FAMILY AND MEDICAL LEAVE LAW

Pursuant with Section 103.10 of Wisconsin Statute, all employees of either sex will be allowed to obtain leave through the Family and Medical Leave Act for the following purposes:

- Up to six (6) weeks leave in a calendar year for the birth or adoption of the employee's child, providing the leave begins within sixteen (16) weeks of the birth or placement of that child. An additional two (2) weeks to cover the serious health condition of yourself or spouse, and an additional two (2) weeks to cover a serious health condition of the newborn.
- Up to two (2) weeks of leave in a calendar year for the care of a child, spouse, or parent with a serious health condition.
- Up to two (2) weeks leave in a calendar year for the employee's own serious health condition.

Federal law provides for an employee to extend each of the above leave requests to a maximum of twelve (12) weeks without pay or benefit.

All requests for Family and Medical Leave Act absences

- will require a doctor's written verification of a disabling physical or mental illness or injury to be completed and on file in the District office.
- will require the employee to explain in detail the FMLA illness or injury and the extent to which the employee is the caregiver.
- will require the district administrator's signature prior to accepted as an FMLA absence.

Approved: September 15, 2009