

Stanley-Boyd Area Schools

**JAMES B. JONES, DISTRICT ADMINISTRATOR
507 EAST 1ST AVENUE
STANLEY, WISCONSIN 54768
715-644-5534**

**HIGH SCHOOL
507 E. 1st Avenue
Stanley, WI 54768**

**MIDDLE SCHOOL
507 E. 1st Avenue
Stanley, WI 54768**

**STANLEY ELEMENTARY
507 E. 1st Avenue
Stanley, WI 54768**

**BOYD ELEMENTARY
303 E. Park Street
Boyd, WI 54726
715-667-3221**

Administrative Rule: Family and Medical Leave Law Adopted: September 15, 2009

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 administrators signature prior to accepted as an FMLA absence.**

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September 15, 2009

TO: Staff
FR: Jim
RE: FMLA Update

Dear Staff:

I am aware that there is some confusion regarding FMLA usage. FMLA (Family and Medical Leave Act) are federal and Wisconsin laws which require employers to allow employees to use accrued benefits for very specific circumstances. In our case, accrued benefits are personal and sick days. In other words, there are no "FMLA Days." FMLA only allows you to access your personal and sick days in case your spouse, your child, or your parent has a serious health condition.

I have attached a copy of the administrative rule regarding FMLA. If you are planning to be absent to attend to your parent, spouse, or adult child's serious health condition, you will need to either use a personal day for that absence or discuss the issue with me prior to the absence to determine if it is covered by the FMLA law.