

FAMILY AND MEDICAL LEAVE

All eligible employees of the Waterloo Schools may take up to twenty-six (26) weeks of unpaid family and medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA) and Regulation 409.7-R.

The District shall post notice explaining FMLA. This notice shall inform the employee:

- that FMLA leave will be charged to the employee's annual entitlement;
- of the requirement to furnish medical certification of a serious health condition (if appropriate) and the consequences for failing to do so;
- of the employee's right to substitute paid leave for unpaid FMLA leave;
- when the school district requires substitution of paid leave and the conditions related to the substitution;
- that the employee must pay and must make arrangements for paying premiums or other payments to maintain health or other benefits; and
- of the procedures for filing FMLA violation complaints.

Information about FMLA leave entitlement and obligations shall be included in an employee handbook or other written District materials. At the time a FMLA request is submitted, the employee shall be provided with a detailed statement of the specific expectations and obligations imposed by the District and the consequences of failing to meet those expectations and obligations.

Legal Ref. *Whitney v. Rural Ind. School. District*, 232 Iowa 61, 4 N.W.2d 394 (1942).
 29 U.S.C. §§ 2601 *et seq.*
 29 C.F.R. § 825
 Iowa Code §§ 20; 85; 216; 279.40.

Cross Ref.: 408.7 Health and Major Medical Insurance
 408.71 Compliance with Health Insurance Portability and Accountability Act (HIPAA) Privacy Rules
 409.6 Leaves of Absence for Represented Employees

ADOPTED: 2/13/95
 6/14/10

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