

MILITARY FAMILY LEAVE (FMLA) POLICY

1.0 PURPOSE: In compliance with the National Defense Authorization Act, The Barbour County Board of Education supports Barbour County Schools' employees who serve in the U.S. military. This policy shall provide two types of military family leave for FMLA eligible employees: "qualifying exigency leave" and "military care giver leave."

2.0 ELIGIBILITY: To be eligible to take FMLA leave for any qualifying reason, an employee must have worked for the employer for a total of 12 months.

3.0 DEFINITIONS:

3.1 Covered Military Member: employee's spouse, son, daughter or parent who is on active duty or call to active duty status.

3.2 Active duty or call to active duty status: refers to a member of the National Guard or reserves who is under a call or order to active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. NOTE: families of service members in the regular armed forces are ineligible.

3.3 Qualifying exigency: short notice deployment, military events and related activities, certain child care and related activities as defined in the FMLA; attending counseling; taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation.

4.0 SCOPE: This policy provides qualified employees with unpaid leave as stipulated in the procedures upon board approval.

5.0 PROCEDURES: The superintendent shall create procedures to insure the appropriate practice of identifying, persons eligible for military family leave that conform to the Family and Medical Leave Act (FMLA). Said procedures shall be placed in the employee handbook and provided to all employees annually.

Authority: The National Defense Authorization Act, Public Law 110-181; The Family Medical Leave Act

Adopted: 11/30/09