

6103 Family and Medical Leave Act

1. The Family and Medical Leave Act (FMLA) provides employees with up to 12 weeks of unpaid, job-protected leave per year.
2. Definitions
 - a. FMLA leave shall be defined as unpaid leave for pregnancy, post-childbirth maternity or paternity, adoption, employee long-term illness, military, and any other reasons required by law.
 - b. Any Parental and Post-Partum Recovery leave as defined in Maeser policy are considered part of the 12 weeks of family and medical leave.
3. Eligibility
 - a. Employees are eligible for leave under this policy if they have worked for Maeser for at least 12 months.
 - b. The school may require certification from a qualified medical professional to document the reason for the leave and/or to verify the employee's ability to return to work.
4. FMLA leave shall be given for a maximum of 12 weeks annually (FMLA).
5. In no event shall such leave extend beyond the end of the employee's annual Work Agreement unless the Work Agreement is renewed.
6. The school will continue to pay for the school's portion of health benefits. If the employee is taking unpaid leave, the employee will be required to pay their share of health benefits.
7. Whenever possible, such leave must be pre-approved by the Director and at least 30 days' advance notice shall be given by the employee.

Approved 17 Apr 2012

Reviewed & Approved: 26 June 2025