

# SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: FAMILY AND MEDICAL  
LEAVES

ADOPTED: June 20, 2002

REVISED: March 19, 2009

535. FAMILY AND MEDICAL LEAVES	
1. Authority 29 U.S.C. Sec. 2601 et seq 29 CFR Part 825	<p>The Joint Operating Committee shall provide eligible classified employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.</p> <p>The Joint Operating Committee shall deny a request for leave when an employee does not comply with Joint Operating Committee policy and administrative regulations.</p>
2. Delegation of Responsibility  29 U.S.C. Sec. 2619	<p>The Administrative Director or designee shall develop and disseminate administrative regulations to implement FMLA leaves for eligible employees.</p> <p>The center shall post, in conspicuous places in the center customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a designated form to the Administrative Director.</p>
3. Guidelines 29 U.S.C. Sec. 2611, 2612  29 U.S.C. Sec. 2612  29 CFR Sec. 825.200	<p>Employees' eligibility for FMLA leaves shall be based on the criteria established by law.</p> <p>Eligible employees shall be provided up to twelve (12) weeks of unpaid leave in a twelve-month period, except employees on leave to care for a covered servicemember shall be provided up to twenty-six (26) weeks of leave in a twelve-month period.</p> <p>The center shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.</p>

<p>29 U.S.C. Sec. 2612</p>	<p>When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave first during the FMLA leave prior to any unpaid leave. This policy supersedes and/or supplements any other policy regarding leave for the reasons addressed in this policy.</p> <p>References:</p> <p>Family And Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.</p> <p>Family And Medical Leave, Title 29, Code of Federal Regulations – 29 CFR Part 825</p> <p>Joint Operating Committee – 813</p>
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