

# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: FAMILY AND MEDICAL  
LEAVE

ADOPTED: January 9, 1995

REVISED: October 14, 2013

335.1. FAMILY AND MEDICAL LEAVE	
<p>1. Authority 29 U.S.C. Sec. 2601 et seq 29 CFR Part 825</p>	<p>In accordance with the Family And Medical Leave Act of 1993 (hereinafter referred to as the "FMLA") the Middle Bucks Institute of Technology (hereinafter referred to as the "School") affords its eligible employees leave ("FMLA leave") as set forth in this policy.</p> <p>Employee requests for FMLA leave shall be processed in accordance with law, Middle Bucks Executive Council policy, and administrative regulations.</p>
<p>2. Delegation of Responsibility</p> <p>29 U.S.C. Sec. 2619</p>	<p>The Administrative Director shall administer the following guidelines regulating leaves and ensuring the School's compliance with the FMLA for eligible employees.</p> <p>The School shall post, in conspicuous places within the school customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and procedures for filing a complaint.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing to the Administrative Director.</p>
<p>3. Guidelines</p> <p>29 U.S.C. Sec. 2611, 2612</p> <p>29 U.S.C. Sec. 2612</p> <p>29 U.S.C. Sec. 2612</p>	<p>Employees' eligibility for FMLA leave shall be based on the criteria established by the law.</p> <p>Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child, or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.</p> <p>Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered military member.</p>

<p>29 CFR Sec. 825.200</p>	<p>The School shall utilize a fiscal year beginning July 1 and ending June 30 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 during the FMLA leave.</p>
	<p>An employee's eligibility to return to her/his position following FMLA leave and the status of health insurance coverage during FMLA leave shall be determined in accordance with the applicable law.</p>
	<p>References:</p>
	<p>Family And Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.</p>
	<p>Family And Medical Leave Act, Title 29, Code of Federal Regulations – 29 CFR Part 825</p>