

# MANUAL OF POLICY

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**POLICY NUMBER:** II-30

**PAGE** 1 of 2

**POLICY TITLE:** All Personnel: Personal Leaves of Absence

**LEGAL AUTHORITY:** FLORIDA STATUTES 1001.64(18)  
FAMILY AND MEDICAL LEAVE ACT OF 1993 ("FMLA"),  
29 U.S.C. 2611

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007, 6/17/2008, 7/21/2009 and 7/19/2011

**DATE OF BOARD ACTION:** 7/1/1968, 7/8/1970, 6/2/1971, 3/1/1972, 3/26/1979, 11/23/1981,  
11/24/1992, 9/21/1999, 6/24/2003, 9/29/2005, 6/19/2007, 6/17/2008,  
7/21/2009 and 7/19/2011

## **Family Medical Leave Act ("FMLA")**

### **A. Personal Leaves Without Pay**

1. Personal leaves may be granted without salary for an extended period of time, not to exceed one year, including use of FMLA leave to employees eligible who find it necessary to be absent from normal duties for their own illness or the illness of a family member, pregnancy, adoption, childbirth and related medical conditions, paternity or for personal reasons.
2. Full-time and eligible part-time employees may apply for FMLA leave, subject to the requirements and the process set forth in the FMLA guidelines.
3. A. Eligibility: An “eligible employee” is one who has been employed:
  1. For at least 1,250 hours during the previous twelve (12) months
  2. For at least twelve (12) consecutive months
- B. Criteria: FMLA leaves are granted:
  1. For an employee’s own serious health condition
  2. For the birth of a child and to care for the newborn child;
  3. For placement of a child for adoption or foster care;
  4. To care for the employee’s spouse/domestic partner, child, or parent with a serious health condition
  5. For a qualifying exigency arising out of the fact that a spouse/domestic partner, son, daughter, or parent has been called to active duty in support of a contingency operation; or;

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6. To care for a spouse/domestic partner, son, daughter, parent, or next of kin that has been injured while on active military duty; who is undergoing medical treatment, recuperation, or therapy; or is otherwise in outpatient status or on the temporary retired list for a serious injury or illness.

C. Limitations:

1. Under FMLA, eligible employees meeting the criteria are entitled to use a maximum of 12 weeks of unpaid leave in any 12-month period.
2. The FMLA period will be calculated in a rolling 12 months measured backward from the date of leave.
3. Eligible employees meeting the criteria are entitled to use a maximum of twenty six (26) work weeks of unpaid leave in a single 12 month period to care for an injured or ill service-member.

	7/19/11
<b>CHAIRMAN</b>	<b>DATE</b>