**Board Memo**

**DATE:** 6/23/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Vendor**

Not Applicable

**Product Name**

Revision to policies 03.12322 and 03.22322 - Family and Medical Leave

**Date/Term (Beginning and End Dates/Year)**

Upon Approval

**APPLICABLE BOARD POLICY:**

01.5 - School Board Policies

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

In an effort to clearly define the process in which the District administers Family and Medical Leave, and to align the language of the certified and classified policies, the District proposes revisions to policies 03.12322 and 03.22322, which are in accordance with the Family and Medical Leave Act (FMLA) of 1993. These revisions, coupled with revisions to policies 03.123 and 03.223 – “Leaves and Absences”, will allow systemic and consistent application of FMLA leave of absence requests. The recommended policy language has not changed from the first reading presented to the Board at the June 10, 2021 regular board meeting.

**FUNDING:**

**Total Cost**

No budgetary impact

**Budget Source**

Not Available

**RECOMMENDATION:**

It is recommended the Board approve and adopt the revision to Board policies 03.12322 and 03.22322 - Family and Medical Leave as presented.

**CONTACT PERSON: (submitter)**

Matthew Rigg, Director of Human Resources