

**MENOMINEE INDIAN SCHOOL DISTRICT**

532.21

FAMILY AND MEDICAL LEAVE

The District's family and medical leave policy is intended to conform to, and not exceed, the requirements of the federal Family and Medical Leave Act of 1993 (FMLA) and, the Wisconsin Family and Medical Leave Act (WFMLA). This policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws directly into the District's personnel policies. This policy does not repeat every provision of the FMLA or the WFMLA statutory or regulatory requirements. Posters summarizing the benefits required to be provided under federal and state law may be found with other employment-related postings. In addition, employees may contact the department of human resources if they have specific questions.

Family and medical leave taken under this policy may be covered by federal law, state law, or both. When leave taken by employees under this policy is governed by both federal and state law, the more generous provision shall control in the event of a conflict. However, when the leave is governed by state or federal law, but not both, the applicable law shall control under this policy. In this regard, employees should note that certain leaves may be covered by both state and federal law for only a portion of the leave.

Employees may be required to provide advance notice and certain information as set forth in established procedures, to be eligible for family and medical leave under this policy. Employees may also be required to submit leave requests in writing when circumstances and applicable law permit. Use of other leaves provided by the District for the reasons covered by law, shall be treated as use of family and/or medical leave whenever applicable law allows.

LEGAL REF.: Section 103.10 Wisconsin Statutes  
Federal Family and Medical Leave Act of 1993 (50 U.S.C. 103-3, Section 401)

CROSS REF.: 532.21-Rule, Family and Medical Leave Guidelines  
MTEA Agreement  
MNTA Agreement

APPROVED: December 1999

REVISED: January 7, 2004