



MEETING OF: October 17, 2017

TITLE: Request for Leave of Absence for Classified Personnel

ITEM #: 10

Information:

Study:

Action: X

PURPOSE:

This item is intended to provide the Governing Board the opportunity to exercise its authority and approve the list of requests for leave of absence submitted by classified personnel.

DESCRIPTION AND JUSTIFICATION:

The Governing Board may authorize leaves of absence for school district personnel when it deems such leaves of absence to be reasonable and for good cause and not detrimental to the education within the school district.

Janet Rico Uhrig, Human Resources Executive Director, will be available to respond to questions.

BOARD POLICY CONSIDERATIONS:

GCCA- Family and Medical Leave Act

GCCA- R Family and Medical Leave Act Regulation

LEGAL CONSIDERATIONS:

A.R.S. 15-510 Family Medical Leave Act of 1993 29 C.F.R. Part 825 U.S. Department of Labor Wage and Hour Division oversees The Family and Medical Leave Act.

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons.

The FMLA only applies to employers that meet certain criteria. A covered employer is a:

- Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer;
- Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs; or
- Public or private elementary or secondary school, regardless of the number of employees it employs.

ELIGIBLE EMPLOYEES

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who:

- Works for a covered employer;
- Has worked for the employer for at least 12 months;
- Has at least 1,250 hours of service for the employer during the 12 month period immediately preceding the leave*; and
- Works at a location where the employer has at least 50 employees within 75 miles

All employee agreements are in compliance with the FMLA and refer employees to Governing Board Policy.

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

_____	District Budget
_____	State/Federal Funds
_____	Other

<u>Budget Cost</u>	<u>Budget Code</u>
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Budget Certification (for use by Office of Financial Services only):

Date _____

I certify that funds for this expenditure in the amount of \$ _____ are available and may be:

☐ Authorized from current year budget

☐ Authorized with School Board approval

Code: _____ Fund: _____

INITIATOR(S):

Janet Rico Uhrig, Executive Director of Human Resources 09/27/17

Name	Title	Date
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DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:

[Click to download](#)

 [Request for Leave of Absence for Classified Personnel](#)

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM CONTINUATION SHEET