

**CHAPTER 6.00 – HUMAN RESOURCES**

**FAMILY AND MEDICAL LEAVE**

**6.70.3**

- I. In compliance with the Family and Medical Leave Act of 1993, eligible full time Henry County School System employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:
  - A. The birth of the employee’s child;
  - B. The placement of a child with the employee for adoption or foster care;
  - C. To care for the employee’s spouse, child, or parent who has a serious health condition;
  - D. A serious health condition rendering the employee unable to perform his/her job; or
  - E. Other request as approved by the Henry County Board of Education.
  
- II. Employees are to provide at least thirty (30) calendar days notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee’s own serious health condition or that of a family member. The Henry County Board of Education will continue the employee’s health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

**STATUTORY AUTHORITY:**

**CODE OF ALABAMA  
16-1-30**

**REFERENCES:**

**ALABAMA CODE  
16-1-18.1, 16-22-9, 16-24-13  
THE FAMILY AND MEDICAL LEAVE ACT OF 1993**

**HISTORY:**

**ADOPTED: OCTOBER 11, 2007  
REVISED: JULY 18, 2013; \_\_\_\_\_  
FORMERLY: 6.70.3**