

# Kingsport City Schools

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|---|---|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in February</b> | Descriptor Term:<br><b>Family and Medical Leave</b> | Descriptor Code:<br><b>5.305</b> | Issued Date:<br><b>07/09/13</b> |
|   |   | Rescinds:<br><b>5.305</b>        | Issued:<br><b>02/03/11</b>      |

1 The Board of Education shall comply with all provisions of the Family and Medical Leave Act of 1993  
2 and the related United States Department of Labor regulations.

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4 All leave requests shall be submitted to Human Resources.

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6 Employees shall be required to furnish medical certification of a serious health condition  
7 (for self or eligible family member).

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9 All accrued paid leave shall be substituted for Family Medical Leave Act leave before unpaid  
10 leave begins, as allowable by law. (Exception for Maternity Leave, see policy 5.3051 Maternity  
11 Leave.)

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13 If the leave is granted for an employee's health condition, the employee is required to present a  
14 fitness-for-duty certificate prior to being restored to employment.

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16 The "12-month period" in which the 12 weeks of leave entitlement occur shall be the calendar year.  
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29 Legal Reference:

30 TCA 49-5-702 TCA 49-5-704  
31 TCA 4-21-408 29 CFR § 825.208  
32 TCA 49-5-710 OP Tenn. Atty. Gen 94-006 (Jan 13, 1994)  
33 Plant v. Morton International, Inc 212 F. 3d 929, 6th Cir. (2000)  
34 Federal Family and Medical Leave Act 1993  
35 Hinson v. Tecumseh Products Co. 234 F.3d 1268, 6th Cir.(2000)

36 Cross Reference:

37 Sick Leave 5.302  
38 Personal and Professional Leave 5.303  
39 Extended Leaves of Absence 5.304  
40 Maternity Leave 5.3051  
41 Vacation and Holidays 5.310