

Personnel**General Personnel Policies****Family or Medical Leave**

It is the policy of the Watertown Unified School District to comply with all applicable Federal and state laws.

Accordingly, under the Wisconsin Family or Medical Leave Act (WFMLA), and the Federal Family and Medical Leave Act (FMLA) an employee who has been employed by the Watertown Unified School District for at least 12 months and who has worked for at least one thousand (1,000) hours during the preceding fifty-two (52) week period, is a “qualifying employee” for family and/or medical leave

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide employees with the right to take unpaid leave when employees need time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly adopted child, or to attend to the affairs of a family member who is called to active duty in the military.

Under FMLA the employer can require or the employee can choose to use paid leave. Under WFMLA the employee has the choice between paid leave or unpaid leave. During leave the employee will be retained in the employee’s elected group benefit plans on the same basis as if the employee had been continuously employed during the employee’s leave period. To continue group coverage, the employee must continue to make any contributions that the employee made to the benefit plan prior to taking leave.

Eligibility requirements, amount of leave available, acceptable reasons for leave, notice requirements, manner in which leave can be taken, and rights on leave or returning from leave are available on notices posted in each building.

Policy Approved: November 16, 1988

**Policy Revised: November 17, 1993
September 22, 2014**