

FAMILY MILITARY LEAVE

An employee of the School District who is the spouse, **parent**, child or grandparent of a person called to military service lasting longer than thirty (30) days with the State or United States pursuant to the orders of the Governor or the President of the United States, is eligible for unpaid Family Military Leave if s/he has been employed by the District for at least twelve (12) months and has completed at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

The length of Family Military Leave the employee is entitled to is determined by the number of employees employed by the School District as outlined in State law, not to exceed thirty (30) days of unpaid leave.

The School District may require certification from the proper military authority to verify the employee's eligibility for the leave.

An employee shall not take Family Military Leave unless they have exhausted all accrued vacation, personal, compensatory, and other leave that may be granted to the employee, except sick leave and disability leave.

Any employee who is granted Family Military Leave shall, at the expiration of the leave, be entitled to be restored by the employer to the position held by the employee when the leave commenced or to a position with equivalent status, employee benefits, pay and other terms and conditions of employment.

During Family Military Leave taken in accordance with State law, the employer shall make it possible for the employee to continue their benefits at the employee's expense.

The number of days of leave provided to an employee because the employee's spouse or child is called to military service shall be reduced by the number of days of leave provided to the employee under specified provisions of the Federal Family and Medical Leave Act of 1993 because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty (or has been notified of an impending call or order to covered active duty), in the Armed Forces.

The School District will satisfy its obligation to comply with any collective bargaining agreement or employee benefit plan that provide greater leave rights to employees than the rights provided in State law.

**BOARD OF EDUCATION
GENEVA COMMUNITY UNIT
SCHOOL DISTRICT #304**

PROFESSIONAL STAFF
3437.01/page 2 of 2

An employee must give fourteen (14) days notice to the District of his/her intent to take Family Military Leave if the leave consists of five (5) or more consecutive work days. Whenever possible, the employee shall consult with his/her supervisor in order to not unduly disrupt the District's operations by taking such a leave.

820 ILCS 151/1 et seq.
29 U.S.C. 2601, et seq.

Adopted 3/14/2011
To Policy 10/24/2016