



TO: School Board Members

FROM: Tye Michaels, Director of Human Resources

DATE: November 24, 2025

SUBJECT: Administrative Review of Policy 410, Family and Medical Leave

BACKGROUND

A review of Policy 410, Family and Medical Leave, has been completed. This policy was last reviewed in January 2023 and has undergone only minor changes from the MSBA model policy recommendations. This includes striking language which stated that employees needed at least one year of service with the district and an average work schedule of at least half-time over the prior year to be eligible for twelve-week leave under state law. Additionally, MSBA removed a cross-reference that is no longer applicable.

School District 197 reviews its policies on a 3-year cycle unless otherwise required by law. Typically, recommended policy changes are brought to the school board for three readings, with approval at the third reading. However, when the administration is recommending minor or no changes to the policy, it is labeled as an "administrative review." Consistent changes the board has asked to be applied to policies are considered minor. One example is using more inclusive language such as using "parent/guardian" instead of just "parent."

When labeled an "administrative review" the policy is placed on the consent agenda for a single reading with a recommendation to approve the policy as presented. As a reminder, board members always have the opportunity to remove a policy from the consent agenda to discuss it as part of the main agenda.

This policy was also reviewed using the district's Four-Way Equity Test. Without a clear policy governing the rules and regulations around family and medical leave, unconscious or implicit bias could privilege some groups over others. This policy provides consistent guidelines for granting family, medical, and parenting leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA).

RESOLUTION

BE IT RESOLVED by the School Board of School District 197 to approve Policy 410, Family and Medical Leave, as presented.