



**FAMILY AND MEDICAL LEAVE**

Eligible employees are entitled to up to 12 weeks of unpaid leave for the birth, adoption or foster care placement of a child with that employee and when an employee or the employee's parent, child, spouse, or domestic partner has a serious health condition. The employee may utilize accrued paid leave for all or a portion of the period of the leave.

The utilization of leave under this policy shall not be used against an employee in any employment decision, including the determination of raises, promotions or discipline.

Legal Reference(s): Wisconsin Statutes, Section 103.10, Wisconsin Family and Medical Leave Law

Federal Statutes, Family and Medical Leave Act, 29 U.S.C. § 2601

Cross Reference(s): Employee Handbook: Part I, Applicable to All Staff

Section 12.02, Medical Leave

Section 12.02, Child Rearing Leave

Adopted: January 2012