

IV. LEAVES OF ABSENCE

A. FAMILY AND MEDICAL LEAVE

The City of Lawrence provides up to 12 weeks of job-protected leave to eligible employees to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's eligible family member who has a serious health condition or who has a qualifying exigency that makes the employee unable to perform the employee's job or 26 weeks of leave to care for an eligible family member who is a current member of the Armed Forces, National Guard or Reserves with a serious injury or illness. Paid and unpaid leave may be combined to accommodate the Family and Medical Leave Act (FMLA) regulations.

Paid leave may be taken in accordance with guidelines established in Section III, Time Off Benefits of this handbook. Earned vacation time, personal days, Kelly days and wellness days may be used for any situation provided for under Family and Medical Leave (FMLA). Six (6) sick days per year may be used for birth/adoption of a child or illness of a family member. Additional sick days may be made available as outlined in the Shared Leave Program by approval of the Shared Leave Board. Sick leave may only be used for the employee's illness or serious health/medical condition.

To be considered eligible, an employee must have worked for the City of Lawrence for at least one year and for 1,250 hours over the previous twelve (12) months. For more information contact the Human Resources division.