

**Kishwaukee College Board of Trustees Policy Manual – 2.12.19.03 (Family & Medical Leave - Page 1 of 2)**

In accordance with the Family and Medical Leave Act of 1993, Kishwaukee College will grant job protected, unpaid family and medical leave to eligible male or female employees for up to 12 weeks per 12-month period (measured forward from the first day the employee uses FMLA leave) for any one or more of the following reasons:

- The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee)
- In order to care for an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition;
- The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.
- Eligible employees with a spouse, son, daughter or parent on active-duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare,

