

# administrative guidelines

**BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**SUPPORT STAFF  
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## FAMILY AND MEDICAL LEAVE ACT

The school district shall follow the state and federal laws related to the Family and Medical Leave Act. Employees must make a formal written request to the Superintendent for leaves of absence covered by this act specifying dates, reason, and possible use of accumulated sick leave. The Superintendent, acting on behalf of the Board, shall make a decision on the request based on the most factual information available related to federal and state laws and employee personal information.

Approved: 8/18/04