

**A RESOLUTION ADOPTING A
FAMILY AND MEDICAL LEAVE (FML) POLICY FOR
TOWN OF LAFOLLETTE EMPLOYEES
RESOLUTION NUMBER: 2026-002**

WHEREAS, the Town of LaFollette is a small local governmental unit and employer in the State of Wisconsin; and

WHEREAS, the Town of LaFollette does not qualify under State or Federal requirements to establish a formal, regulated Family Medical Leave Act (FMLA) Policy for its employees; and

WHEREAS, the Town of LaFollette also needs to provide continuous services and obligations to meet the Town's government and maintenance responsibilities; and

WHEREAS, the Town of LaFollette acknowledges that employees are entitled to attend to family medical emergencies without hardship due to missing hours or wages;

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of LaFollette, Wisconsin, that:

1. **Adoption of Policy:** The Town hereby adopts a voluntary Family and Medical Leave Policy for those employed by the Town of LaFollette.
2. **Eligibility Requirements:**
 - a. This is not a guaranteed benefit
 - b. There are no written qualifications or requirements
 - c. During an official Town Meeting, the Board will consider all factors of the event, needs and/or requirements of employee, employment history, and the needs and/or requirements of the Town to determine how to best address each occurrence
 - d. Town Board will vote to approve or deny FML eligibility.
3. **Leave Duration & Scope:** After eligibility is approved, The Board will determine specific Duration and Scope of non-working compensation for the employee's individual circumstance.
 - a. Will employee FML hours be contiguous or variable
 - b. Balance of FML (non-working) hours allowed to be taken
 - c. Time period, start and end, allowed for FML (non-working) hours to be taken
 - d. Potential reevaluation date to allow continuation and/or changes to duration or scope.
3. **Work Coverage:** At time of determined eligibility, the Town Board will determine coverage of duties and responsibilities while employee is absent.

4. **Reporting / Administration:** Hourly time-card reporting is required during designated FML period. Employees will be responsible to record the variable hours taken as FML during current biweekly time reporting process. If FML hours are contiguous, the Town Clerk will process biweekly payments through effective period.
1. The FML hours paid will not decrease employee's accrued sick or vacation hours. However, the employee agrees to ensure true vacation or sick days taken during allotted FML period are recorded as such.
5. **Effective Date:** This resolution and policy shall take effect immediately upon passage and adoption by the Town Board.

Adopted by the Town Board of the Town of LaFollette on this 12th day of August, 2026.

Deann L Brown

Town Chairperson

Sang Hinkley

Attested by: Town Clerk