

## **Family and/or Medical Leave Policy**

A family and/or medical leave of absence, for a period of up to sixty (60) working days, shall be granted to all employees who have been employed by the University for at least six continuous months. If applicable, the employee shall use all accumulated sick leave as part of the sixty (60) day family and/or medical leave unless the University elects to waive that requirement for the employee. The remainder of such leave shall be without compensation. The employee is entitled to a total of sixty (60) working days of family and/or medical leave in any twelve (12) month period.

Family and/or medical leave shall be granted for the following reasons:

1. the employee's own serious health condition;
2. the serious health condition of the employee's spouse, child or parent which requires the care and attention of the employee;
3. childbirth;
4. placement of a child for adoption with the employee or placement of a child in foster care with the employee; and
5. care of a child during the first twelve (12) months after birth.

Family and/or medical leave may be taken intermittently or on a reduced leave schedule for the employee's own serious health condition or the serious health condition of the employee's spouse, child or parent which requires the care and attention of the employee. Family and/or medical leave may not be taken intermittently or on a reduced leave schedule for the birth and care of a newborn child or for the placement of a son or daughter with the employee for adoption or foster care unless the employer and the employee agree otherwise.

An employee anticipating the need for a family and/or medical leave of absence shall submit a written request for such leave to the immediate supervisor as soon as such leave is determined to be necessary, but no later than thirty (30) working days prior to the start of the leave. The University may waive the thirty (30) day notice requirement in the case of emergencies. A request for family and/or medical leave for the employee's own serious health condition must be accompanied by a certification from the employee's medical provider describing the employee's condition and the employee's inability to perform job functions. A request for family and/or medical leave for the serious health condition of the employee's spouse, parent or child shall be accompanied by a certification from an appropriate medical provider describing the family member's condition, stating the need of the family member for care by the employee, and estimating the time needed for leave.

The written request should be signed by both the employee and the supervisor and submitted to the appropriate vice president together with the certification from the medical provider.

Prior to the employee returning to work after a serious health condition, the employee shall submit a certification from the appropriate medical provider stating the employee is now able to perform job functions. When released by a medical provider to return to work, the employee must immediately notify the appropriate supervisor so that necessary steps may be taken to reinstate the employee to active status. If the certification from the medical provider is limited to "light duty," the duty must be defined by the medical provider. Return to such duty must be approved by the appropriate supervisor. The University may elect not to return an employee to "light duty".

Upon conclusion of the employee's family and/or medical leave, the employee must be returned to the position the employee held when the leave commenced or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Seniority, pension, vacation, sick leave, and other benefits do not accrue while an employee is on family and/or medical leave. The University will continue providing health insurance coverage for the employee during the leave on the same basis as if the employee had been at work. If the employee does not return to employment with the University, it may charge the employee retroactively for the full premium cost of health insurance coverage during the leave. If both spouses are employed by the University, they are entitled to a total of sixty (60) working days of family and/or medical leave between them to care for a spouse, child or themselves.

If at the end of the sixty (60) day period, the employee is unable to return to the employee's former position or its equivalent, the University may take action, including, but not limited to, the following:

1. The University may grant the employee an extension of the leave of absence at the employee's request. The request must be in writing and accompanied by an estimate from a physician as to the extended duration of the recovery period. Such extension may not exceed ninety (90) working days, and does not obligate the University to maintain the position vacancy. Approval of this extension will be at the discretion of the appropriate vice president or the president.
2. The University may place the employee in a position the employee is capable of performing giving full consideration to the employee's medical condition.
3. The University may place the employee on an extended leave of absence consistent with the requirements set out below.
4. The University may take other action, up to and including termination, consistent with state and federal law.

During the extension of the family and/or medical leave an employee may continue health insurance coverage by assuming the individual premium otherwise paid by the University. The University will resume payment of this premium upon the employee's return to work.

The University may place an employee on a medical leave of absence when, in the opinion of the appropriate vice president and immediate supervisor, the employee's physical or mental health

are preventing the employee from adequately performing his/her job responsibilities. Such a leave must be approved by the president. Prior to placing an employee on medical leave, the University will attempt to accommodate the physical and or mental health circumstances/needs of the employee.