Family and Medical Leave Guidelines

**Summary/Purpose:** Information concerning when an employee must be absent from work for an extended period of time is given including qualifying events, definitions, and specific guidelines and instructions for requesting such leave.

University employees employed one-half time or more, for at least twelve (12) non-consecutive months and who worked at least 1,250 hours during the twelve (12) months immediately preceding the leave may be granted Family and Medical Leave for up to twelve weeks in any 12-month period for one or more of the following reasons:

a. Because of childbirth to care for a child.

b. Because of the placement of a child with the employee for adoption or foster care.

c. To care for a spouse, child, or parent who has a serious health condition.

d. Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

The following policies/definitions apply to this leave:

a. A serious health condition is defined as: (a) inpatient care in a hospital, hospice, or residential medical facility, including any period of incapacity or subsequent treatment, (b) a period of incapacity of more than three consecutive days that also includes treatment two or more times by a health care provider or such treatment on at least one occasion resulting in a regimen of continuing treatment, (c) incapacity due to pregnancy or for prenatal care, (d) chronic conditions requiring treatments, (e) permanent/long-term conditions requiring treatment, or (f) multiple treatment for non-chronic conditions.

b. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for Family and Medical Leave. A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for the purposes of Family and Medical Leave.

c. Family and Medical Leave may be taken intermittently or on a reduced leave schedule under certain circumstances; e.g., by working fewer days in a week or fewer hours in a day. Intermittent Leave may be taken when medically necessary, for planned, unanticipated or periodic medical treatment. Such intermitted leave for birth, adoption, or foster care is possible only if the University agrees.
d. Certification from a health care provider may be required by the University to approve Family and Medical Leave. A certificate of birth or legal adoption or documentation of foster parent status may be required for Family and Medical Leave when deemed appropriate.

e. Family and Medical Leave will be granted once the University learns an employee has a qualifying event. Family and Medical Leave will be issued during a paid or unpaid leave status; and an HR Form 3 must be processed.

f. The employee is to request Family and Medical Leave under this policy in writing stating the purpose of the leave and the period of leave requested. If the leave is requested to be taken as an intermittent or on a reduced-time basis, a description of the schedule is to be provided. A certificate from a physician or practitioner may be required for any leave but is required beyond four days.

g. When possible, employees are to make a reasonable effort to schedule medical treatment for minimum disruption to the University.

h. The employee must provide the University at least 30 days advanced notice before the use of Family and Medical Leave if the need for the leave is foreseeable based upon expected birth, adoption or foster care placement or planned medical treatment of the employee or family member. If 30 days is not practicable, notice must be given as soon as practicable. The University may delay leave for 30 days if prior approval request is not submitted timely.

i. The employee is responsible for providing the University with sufficient information for determining if the requested leave is covered by Family and Medical Leave.

j. Designation of leave as being Family and Medical Leave is to take place "up front" whenever possible.

1) Once the University has acquired knowledge that the leave is being taken for a reason covered by Family and Medical Leave, the University must promptly (within two business days, absent extenuating circumstances) notify the employee that leave is designated as Family and Medical Leave. The notice may be oral or in writing; if oral, it shall be confirmed in writing no later than the following payroll date (unless that date is less than one week after the oral notice, in which case, the notice must be no later than the subsequent payroll date).

2) The University may not designate leave as Family and Medical Leave retroactively; it may designate Family and Medical Leave only prospectively, as of the date of notification to the employee of the designation.

3) The University may not designate leave that has already been taken as Family and Medical Leave after the employee returns to work, with two exceptions: (1) if an employee is out for an FMLA-qualifying reason and the University does not learn of
the reason for the leave until the employee returns, the University may designate the leave as Family and Medical Leave promptly within two business days, or (2) if the University has provisionally designated the leave as Family and Medical Leave and is awaiting receipt from the employee of medical certification or obtaining a second opinion.

4) Similarly, the employee is not entitled to the protection of Family and Medical Leave if the employee gives notice of the reason for the leave later than two days after returning to work.

k. The University reserves the right to request information updating the employee's condition and at least a tentative "return to work" date.

l. The University will continue to pay the employee's portion (employee only; not dependents) of the University's health insurance during the Leave. If the employee does not return to work after the Leave for reasons other than health or some other reason beyond the employee's control, the University reserves the right to charge the employee for the full premium cost of the health care coverage provided.

m. If both spouses are employed by the University, both are eligible for this Leave. However, for the birth or placement of a child or the care of a sick parent, the husband/wife together are limited to only one 12-week period during the 12-month period. However, if Leave is for a seriously ill spouse or child or for the employee's own serious illness, both are entitled to a 12-week period.

n. A son or daughter is defined to be a biological, adopted, or foster child, a stepchild; a legal ward; or a child of a person standing in loco parentis (in place of a parent). The child must be less than 18 years of age, or 18 or older and incapable of self-care because of a mental illness or physical disability. Parent means a biological parent or an individual who stands or stood in loco parentis to an employee.

o. Upon return from the Leave, the employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other terms of employment.

p. If any nine-month faculty member has a covered event to occur that would call for the use of this policy between the end of one academic year and the beginning of another, the employee is not eligible for paid-leave status or pay for health insurance.

q. The 12-month period for this policy is defined as the period that will begin to run at the end of the previous 12-week period used for Family and Medical Leave. For example, if an employee takes Family and Medical Leave for 12 weeks for the period June 5 to August 25, 1999, that employee would not be eligible for another 12-week Family and Medical Leave until August 26, 2000.