
TOPIC:
Family and Medical Leave - Procedures

Policy Number:
C11

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a twelve-month period is defined as a rolling period consisting of 365 consecutive calendar days commencing on the first day that an employee begins a recognized and legitimate leave under the provisions of the Act. Spouses employed by the college may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. The need to care for a spouse, son, daughter, or parent of the employee because of a serious health condition;
4. A serious health condition of the employee that prevents the employee from performing the job functions;
5. A qualifying exigency arising because the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to achieve active duty in the Armed Forces);
6. A spouse, son, daughter, parent, or next of kin of a covered service member if they need care from the eligible family member. Eligible employees are, in this case, entitled to a combined total of 26 workweeks of leave during a 12-month period.

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick, or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The Director of Human Resources will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service at the college and has worked at least 1250 hours during the 12-month period preceding the leave.

During the period of any unpaid family and medical leave, the college shall continue to pay the employer's share of the cost of group health and life insurance benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the Business Office on the payroll date or other time as

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the employee and the Director of Human Resources agree. The President may terminate any and all benefits if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance to the Director of Human Resources. If leave is not foreseeable, notice will be given as soon as practicable. The College may require a supporting statement from a health care provider.

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