

PROCEDURE 605.1
Area: Human Resources

Adopted: May 14, 1999

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: Family and Medical Leave of Absence Guidelines

1. Employees may request a FMLA leave for any of the following reasons:
 - a) birth of a child of the employee and to care for the child within one year of birth;
 - b) a child's placement with the employee for adoption or foster care within one year of placement or adoption;
 - c) to care for the spouse, child or parent (but not parent-in-law);
 - d) the employee's own serious health condition which makes him/her unable to perform his or her job function.
2. Employees are required to first use any accrued paid leave (sick leave, vacation, personal leave, etc) for part of the twelve (12) week period. Any remaining FMLA leave will be unpaid leave.
3. All FMLA leaves--paid or unpaid--must be in writing from the employee and submitted to the Human Resources Department.
4. The department will reinstate the employee to the same or equivalent position upon return from a FMLA leave.
5. While on FMLA leave, the employee may:
 - a) maintain certain benefits such as Health Insurance, Life Insurance, Personal Accident Insurance, Long-Term Disability, and Dental Insurance, if he or she continues to pay the employee's share of the premiums.
 - b) Maintain his or her original service date.
6. An employee cannot be terminated while on FMLA leave. During this period, however, he or she is not permitted to:

- a. accrue sick leave, vacation or personal holidays;
 - b. receive University holiday pay;
 - c. contribute to the Retirement Plan while on unpaid FMLA leave; however, any previous accumulations will not be affected.

7. Employees must give the Employer 30 days notice prior to leaves where practicable. In addition, the employer may require employees to submit certification from a health care provider to substantiate that a leave is due to the serious health condition of the employee or the employee's immediate family member. The University may require that a second opinion be rendered by a health care provider of the University's choice. The cost of such an examination shall be borne by the University.

8. An employee may request leave on an intermittent basis. However, for intermittent leave requested for reasons listed in 1a and 1b above, the University can request that all such leave be taken at one time. Intermittent leave requested for medical reasons must be supported by the certification of the health care provider. In cases of planned medical treatment the employee is expected to schedule the treatment so as to create minimal disruption for the department.

9. An employee's FMLA 12 month period will begin on the first day of the initial FMLA leave. Any FMLA leave taken after that date will, for the remainder of that 12-month period, be counted toward the 12 week annual allotment.