

POLICY TITLE: FAMILY AND MEDICAL LEAVE ACT REGULATIONS

I. Purpose

The purpose of a policy is to state the commitment of the college's Board to comply with the Family and Medical Leave Act of 1993 (FMLA.) Any terms used herein will be as defined in the Act. To the extent that any provision is in violation of the Act, the language of the Act will prevail.

II. Scope

An employee is eligible for a FMLA leave if he/she has been employed by the College for at least twelve (12) months and at least 1,250 hours during the twelve (12) month period immediately preceding the employee's request for leave or the date on which the leave commences, whichever comes first.

III. General

An eligible employee, upon request, will be granted up to twelve (12) work weeks of unpaid FMLA leave during the twelve month period for one or more of the following events:

- A. for the birth of a son or daughter of the employee and to care for such child;
- B. for 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. for the serious health condition of the employee which renders him/her unable to perform the functions of the employee's position.

FMLA grants of leave do not accumulate from year-to-year.

1. Benefits

The taking of a FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced; provided, however, that nothing in this sentence shall

be construed to entitle any employee who returns from leave to the accrual of any seniority or employment benefits during the period of the leave or to any right, benefit or position other than that to which the employee would have been entitled had the employee not taken the leave.

2. Return to Position

Employees who take a FMLA leave for the intended purpose of the leave shall be entitled, on return from the leave, to be restored by the College to the position of employment held by the employee when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

3. Health Benefits

During the period of a FMLA, the College shall maintain coverage under any group health plan as defined by the FMLA for the duration of such leave and at the level and under the conditions of the coverage which would have been provided if the employee had continued in employment for the duration of the leave. The College shall have the right to recover the premiums paid for maintaining coverage for the employee under such group health plan during the period of a FMLA leave if the employee fails to return to work for reasons other than the continuation, recovering from or onset of a serious health condition entitling the employee to leave under Section 2c or 2d above, or other circumstances beyond the employee's control. In this situation, the College may require certification of inability to return to work as specified and allowed by the FMLA.

4. Relationship to Paid Leave

An employee may elect to substitute any accrued vacation leave, personal leave, or family leave for any part of the twelve (12) week period of leaves taken pursuant to Section 2a, 2b or 2c above. An employee may be required to substitute any accrued or available paid medical or sick leave for part or all of the twelve (12) week period of leave under Section 2d above, with any remainder of the twelve (12) week period to be unpaid.

5. Birth Year

An unpaid family leave of up to twelve (12) work weeks for the birth/care of a child or for the placement of a child for adoption or foster care may be taken at any time within the twelve month period which starts on the date of such birth or placement of adoption or foster care. However, regardless of when the leave commences, it will expire no later than the end of the twelve (12) month "**birth year**". For example, an employee who requests a leave at the start of the eleventh month [of the twelve (12) month birth year counted from the date of birth or placement] is entitled to only eight (8) work weeks of unpaid leave (months 11 and 12.)

6. Spouses Employed

Spouses, both of whom are employed by the College, are limited to a combined total of twelve (12) work weeks of unpaid leave during any twelve (12) month period for the birth/care of their child, placement of the child for adoption or foster care, or for the care of a parent with a serious health condition. However, each employee may use up to twelve (12) work weeks of unpaid leave during any twelve (12) month period to care for his/her child or spouse who is suffering from a serious health condition.

7. Notification of Birth

An employee who foresees that he/she will require a leave for the birth/care of a child or for the placement of a child for adoption or foster care, must notify the College, in writing, not less than thirty (30) calendar days in advance of the start date of the leave. If not foreseeable, the employee must provide as much written notice as is practicable under the circumstances.

8. Notification of Medical Treatment

An employee who foresees the need for a leave of absence due to planned medical treatment for his/her spouse, child, or parent should notify, in writing, the College as soon as possible so that the absence can be scheduled at a time least disruptive to the college's operations. Such a member must also give at least thirty (30) calendar days written notice, unless impracticable, in which case the employee must provide as much written notice as circumstances permit.

9. Health Provider's Statement

If the requested leave is to care for a spouse, child, or parent who has a serious health condition, the employee may be required to file with the College in a timely manner a health care provider's statement that the employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that the employee is needed for such care.

10. Intermittent Leave

A leave taken shall not be taken intermittently or on a reduced leave schedule unless the College and the employee agree otherwise. Subject to the limitations and certifications allowed by the FMLA, other FMLA leaves may be taken intermittently or on a reduced leave schedule when medically necessary; provided, however, that where such leave is foreseeable based upon planned medical treatment, the College may require the employee to transfer temporarily to an available alternative position offered by the College for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position.

11. Inform the College

An employee on an approved FMLA leave should keep the College informed regarding his/her intent to return to work upon conclusion of the leave.

12. Opinion Verification

In any case in which the College has reason to doubt the validity of the health care provider's statement or certification for leaves taken, the College may, at its expense, require a second opinion.

13. Serious Health Condition

For purposes of this policy, "Serious Health Condition" is defined as it appears in FMLA Section 101(11) as follows: "an illness, injury, impairment, or physical or mental condition that involves -- (A) inpatient care in a hospital, hospice, or residential medical care facility; or (B) continuing treatment by a health care provider." This definition is further explained at length in the final FMLA regulations, §825.114.

IV. Responsibility

The College's Executive Director of Human Resources is responsible for the oversight of this policy.