

III. Leaves of Absence

treatment by a health care provider, or a regimen of continuing treatment for a chronic illness, pregnancy or prenatal care.

University contributions to health, dental, vision and prescription drug coverages, if applicable, will be maintained for up to 12 weeks in a year for combined time off for absences covered under the FMLA for staff with at least one year of service.

T In accordance with the Family and Medical Leave Act of 1993, a leave without pay is available to an employee who has completed at least 12 months of employment and at least 1,250 hours of service during the previous 12 months. An eligible employee is entitled to a total of 12 workweeks of leave during any 12-month period for one or more of the following reasons:

1. The birth of a son or daughter of the employee and to provide care for the child in the first 12 months after childbirth;
2. The placement of a child with the employee for adoption or foster care, within the first 12 months of the placement;
3. To care for the employee's spouse, son, daughter, or parent who has a serious health condition;
4. A serious health condition that prevents an employee from performing the functions of the employee's position.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential health care facility or continuing treatment or supervision by a health care provider.

Leave for reason 1 or 2 may be taken intermittently if approved by the employee's supervisor and the vice president for business and finance. Leave for reason 3 or 4 may be taken intermittently when medically necessary. If intermittent leave for reason 3 or 4 is based on planned medical treatment, the employee may be required to transfer temporarily to another available position that has equivalent pay and benefits and accommodates reoccurring leave better than the employee's regular position. In addition, the employee should try to schedule planned medical treatment so that it avoids disrupting university operations.

Employees are required to submit a formal request for a family or medical leave to their supervisor at least 30 days, or as soon as possible, in advance of the beginning date. The request must state

the type of leave, the length of leave, and the reason for leave.

The employee may use accrued vacation, accumulated sick time, and unused personal days during the leave. An employee on leave without pay will not be compensated for holidays and will not accrue sick time or personal days during the unpaid leave.

The university will continue health insurance coverage for an employee on an approved family or medical leave. Health insurance coverage for dependents will continue if the employee timely remits the employee's portion of the monthly premium. The employee is required to repay the health insurance premium paid by the university on the employee's behalf if the employee does not return to work after the leave for reasons within the employee's control.

An employee wishing to return to work from a family or medical leave must report to the personnel office. Upon return to work, the employee will be restored to the position held at the time the leave began or to a comparable position with equivalent employment benefits, pay, and other terms and conditions of employment. Failure of the employee to return to work at the end of a leave constitutes an automatic resignation resulting in loss of benefits, except when a serious health condition as listed in reason 3 or 4, or other circumstances beyond the control of the employee, prevents the employee from returning to work.

T The university will grant an eligible employee unpaid leave for up to 12 weeks during a 12-month period (August 16 to August 15) if the procedures in this policy are followed and if leave is requested for any of the following reasons:

1. The birth or adoption of a child or the foster care placement of a child;
2. To care for a family member as defined below, if that individual has a serious health condition; or
3. A serious health condition of the employee that renders that employee unable to perform the employee's job functions.

NOTE: An employee must use accumulated sick leave, where applicable, during an approved FMLA period.

Definitions

"Family member" includes the employee's spouse, son, daughter or parent (not parent in-law). A son or daughter is a biological or adopted child under age 18, or one under age 18 who