

FAMILY AND MEDICAL LEAVE

Employees who work at least 1,250 hours per year, have been employed at least one full year, and are employed at a work-site where there are at least 50 employees are eligible for up to 12 weeks of unpaid leave under the Family and Medical Leave Act of 1993 (FMLA). Unpaid leave under the FMLA will be granted for the following reasons:

1. To care for the employee’s child after birth, or placement for adoption or foster care;
2. To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the employee’s job.

Employees are expected to expend paid sick leave first where applicable and to follow all other appropriate contract provisions.

Application for Leave:

The employee must provide 30 days prior notice when the leave is “foreseeable”.

The employee must provide medical certification to support a request for leave because of a serious health condition.

For the duration of a FMLA leave, the employer will maintain the employee’s benefits in the contractual manner. Upon return from FMLA leave, the employee will be restored to his/her original or an equivalent position with equivalent pay, benefits and other employment terms.

DATE:

Adopted:
Reviewed: March 1, 2006
Revised:
Cancellation: