

FAMILY AND MEDICAL LEAVE PROCEDURE

Related Board of Trustees Policy: BP2.35

Approval: July 2012

Revision:

Notice and Reporting by Employees

In addition to regular sick leave, eligible employees are protected by the Family and Medical Leave of Act, as amended (FMLA). In an effort to provide eligible employees with assurance that the need to take leave for certain family and medical reasons will not result in the loss of their job or insurance benefits the Board has adopted this policy. Employees who qualify for FMLA leave must adhere to the following procedures:

- Employees desiring FMLA leave must give at least 30 days notice to the College of the need for leave whenever foreseeable. When foreseeable leave is due to a qualifying need, notice must be provided as soon as practical.
- The notice should include a written letter to the President, requesting a medical leave of absence indicating the effective date and proposed return to work date.
 - Letter should be copied to the immediate supervisor, unit vice president, Human Resources and payroll.
 - The employee must also submit a Healthcare Provider Certification form and FMLA application form to Human Resources.
 - Once approved by the President, Human Resources will acknowledge approval by letter to the employee stipulating the terms and conditions of FMLA leave, and employee's rights and responsibilities.
- Whenever leave is needed for a planned medical treatment, whether for an immediate family member or the employee, the employee should make efforts to schedule the treatment so as to minimize disruption to the operations of the College.
- An employee on FMLA leave will be required to report periodically on his/her status and intention to return to work.
 - Employees should advise the College if and when they decide not to return to work.
 - The College may require that the employee provide certification that he/she is able to return to work.

Designation of Leave

- It is the College's responsibility to determine that an employee is eligible for FMLA leave. The College's designation must be based on information obtained from the employee's healthcare provider and the length of time required away from work.
- Supervisors who receive notice from an employee that he or she needs leave that may qualify as FMLA are expected to contact Human Resources immediately, so that a determination as to the employee's eligibility for such leave can be made.
- Employees may use sick, annual or leave without pay status while on FMLA.
- FMLA will run concurrently with any sick or annual leave the employee designates.

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