

## FMLA, EXTENDED MEDICAL LEAVE and PARENTAL LEAVE

1. Employees are entitled to take up to 12 weeks of unpaid leave within each 12 month period in compliance with the Family and Medical Leave Act. All employees are eligible, including Temporary employees, who have worked at least 12 months (these need not have been consecutive) and who have worked at least 1250 hours in the 12-months prior to the leave. Employees with accrued leave may use paid leave for an FMLA event and such leave shall be counted toward the entitlement. The start of the leave period shall commence with the first day of absence whether or not the employee continues in pay status. The twelve weeks will be calculated based on individual "rolling" 12-month periods measured backward from the date any Family and Medical Leave is used. Each time an employee takes Family and Medical Leave, the remaining leave entitlement would be any balance of the 12 workweeks, which has not been used during the immediate preceding 12-months.
2. Employees with one or more years of continuous service who have worked at least 1250 hours in the preceding twelve month period, may take extended medical leave up to six (6) months with appropriate medical documentation. The leave may be counted as six (6) continuous months or as an equivalent period of intermittent leave or a combination of both. That leave may be extended beyond six months with additional appropriate medical documentation and the approval of the Senior Vice President, Provost or Vice President, however, the extension of leave is not automatic or guaranteed. Upon the employee's return to work, after taking six months of medical leave, the employee shall work a minimum of six months before any additional periods of extended non-FMLA medical leave may be approved, unless this requirement is waived by the Provost or Vice President. If any medical leave meets the provisions for FMLA, the leave shall be counted as such. Employees in their first year of employment may take unpaid medical leave beyond their leave balance, with appropriate medical documentation and the approval of the Senior Vice President, Provost or Vice President, however this leave is not automatic or guaranteed.
3. Employees with one or more years of continuous service shall be provided with up to six months unpaid parental leave from the University, during which time the employee may use paid leave, when the employee becomes a biological, adoptive, or foster parent. Employees in their first year of employment may only take unpaid parental leave beyond their leave balance with appropriate medical documentation

