

# Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.65
		ADMIN. CODE:	3362-4-36
		PAGE NO.:	PAGE 1 OF 2
		EFFECTIVE DATE:	6/18/93
		RECOMMENDED BY:	D. Creamer
SUBJECT:	ADMINISTRATIVE FAMILY & MEDICAL LEAVE	APPROVED BY:	

## 1.0 SCOPE

1.1 The Family and Medical Leave policy applies to both men and women for any one or more of the following reasons:

- 1.1.1 to care for a newborn child;
- 1.1.2 to adopt a child or to become a foster parent;
- 1.1.3 to care for a spouse, parent, or child with a serious health condition; or
- 1.1.4 to recuperate from a serious health condition.

## 2.0 LENGTH OF LEAVE

2.1 The length of leave can be up to twelve weeks. Accrued sick and vacation benefits must be used during this leave.

## 3.0 CHILDBIRTH AND ADOPTION TIMEFRAME

3.1 Leave under this policy which pertains to care for a newborn, adopted, or foster child may only be taken within twelve months of the child's birth or placement into the employee's home.

## 4.0 CERTIFICATION FOR HEALTH LEAVE

4.1 If an employee requires leave for a serious health condition for himself/herself or a spouse, parent, or child a health care provider's certification shall be required stating the commencement date and probable duration of the condition and the medical facts substantiating the condition.

## 5.0 NOTICE OF THE LEAVE

5.1 Employee's must provide at least thirty days' advance notice if the leave is foreseeable. If the leave must begin within fewer than thirty days, the employee must provide notice as soon as practicable.

## 6.0 EMPLOYMENT AND BENEFITS PROTECTION

- 6.1 Any employee who takes leave under the provisions of this policy, on return from such leave shall be restored by the University to the position of employment held by the employee when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
- 6.2 If after the exhaustion of accrued sick and vacation leave a period of unpaid leave is required to complete the twelve week leave given through this policy, the University shall maintain the coverage under the group health plan for this period under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.
- 6.3 If the employee fails to return from leave, the University may recover the premium that the employer paid for maintaining coverage for the employee under the group health plan during any period of unpaid leave.