



Policy: Family and Medical Leave Act (FMLA)

ChildNet Number: CN 009.028
Original Approved Date: August 1, 2007
Policy Revised Date(s): October 2009, June 22, 2010
Policy Sunset Date:
COA Standard(s): HR 5.01, RPM 1, 6.01

Statement of Policy:

ChildNet complies with the provisions of the Family and Medical Leave Act of 1993 (FMLA) and all related state and federal laws.

Board Chair's Signature:  **Date:** 11/15/10



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Statement of Procedure:

ChildNet provides family and medical leave of absence without pay to eligible employees. Employees who wish to apply for such leave should notify Talent Management.

Family leaves are provided to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. Family leaves are also provided to eligible employees due to any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, son, daughter or partner of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation.

Medical leaves are provided to eligible employees temporarily unable to work due to a serious health condition or disability. For purposes of this policy, a serious health condition or disability means an illness, injury, impairment, or physical or mental condition that makes the employee unable to perform one or more of the essential functions of the employee's position, which involves inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; or temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request family and/or medical leave as described in this policy:

- * Regular full-time employees
- * Regular part-time employees

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.



A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Talent Management. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees must have been employed by ChildNet for at least 12 months and be actively at work 1,250 or more hours during the 12 month period immediately preceding the date the family and/or medical leave would begin.

Eligible employees are normally granted leave for the period of the qualifying event, up to a maximum of 12 weeks within a 12 month period measured from the date the employee's first leave began. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave. Both the paid leave and unpaid medical leave must be used concurrently. Married employee couples may be restricted to a combined total of 12 weeks leave within the 12 month period measured from the date the employee's first leave began for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12 month period. This military caregiver leave is available during a single 12 month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of family and medical leaves.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, ChildNet will continue to provide health insurance benefits and supplemental life insurance, if applicable, for the full period of the approved medical leave. Employees will be responsible for making semi-monthly health insurance and supplemental life insurance premium payments coverage to continue during their medical leave. Upon an employee's return from medical leave, their semi-monthly health insurance and supplemental life insurance premium payments will resume through payroll deductions.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.



Employees must turn in all company property to Talent Management, including laptops and cell phones, prior to going on leave. All equipment will be returned to the employee upon their return.

So that an employee's return to work can be properly scheduled, an employee on family and/or medical leave is requested to provide ChildNet with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date and fails to respond to follow-up communications from ChildNet, ChildNet will assume that the employee has resigned.

ChildNet will also furnish 'reasonable' breaks to nursing mothers to express milk for their infants. We will provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.

President's Signature:

Date:

08-27-14