

In determining the time available, to an individual for Family and Medical Leave, within a calendar year, time already used under the following existing policies will be automatically deducted from the 12 week period:

- 1) Sick time
- 2) Short-term disability
- 3) Parental or adoption leave
- 4) Time off due to work related injuries

Any accumulated vacation and remaining sick time must then be applied to Family and Medical Leave. The remainder of the 12 weeks will be granted on an unpaid basis.

The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.

The College may require medical certification to support a request for leave because of serious health condition and may require second or third opinions (at the College expense) and a fitness for duty report to return to work.

Any employee eligible for health insurance will not lose coverage because of Family and Medical Leave; employees not eligible for health insurance will also not gain coverage because of Family and Medical Leave. As a condition of coverage, employees with health insurance must continue to make their matching contributions while on Family and Medical Leave, the same as other active employees. Non-contributory life insurance and long-term disability insurance will be continued by the College. If active employees are required to contribute to the cost of any benefit programs, employees on Family and Medical Leave will also be required to make their contributions during Family and Medical Leave. No retirement contributions to TIAA/CREF will be made where the employee does not have sufficient earnings on payroll to make the required matching contribution.

After a family and Medical Leave, an employee returning to work is guaranteed an equivalent job but not necessarily the same position held prior to the leave.

Applications for Family and Medical Leave must originate through the immediate supervisor. Forms are available through The Human Resources Office or [online](#).