

Webster UNIVERSITY

Family and Medical Leave Policy

Basic Family and Medical Leave

All eligible University employees may be granted up to twelve (12) unpaid weeks of leave during any rolling twelve (12) month period because of:

1. the birth of his/her child or placement of a child through adoption or foster care.
2. the serious health condition of a spouse, a dependent son or daughter, or parent of the employee.
3. a serious health condition of the employee, which makes it impossible for that employee to perform the essential functions of his/her job.

Military Family and Medical Leave

All eligible University employees may be granted up to twelve (12) unpaid weeks of leave during any rolling twelve (12) month period because of:

1. the need to address qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is either on active duty in the Armed Forces or is on call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

All eligible University employees may be granted up to twenty-six (26) unpaid weeks of leave during any rolling twelve (12) month period because of:

2. the serious injury or illness of an employee's spouse, son, daughter, parent or next of kin, whom is a current member of the Armed Forces, including the National Guard and Reserves, and for whom the serious injury or illness was incurred in the line of duty while on active duty.

To be eligible for leave, the employee must have been employed by the University at least 1,250 hours during the previous 12 months and must have worked at least 12 months prior to the leave, according to the guidelines and principles of the FMLA.

The leave may be unpaid leave if the employee does not have accrued vacation time, personal time or sick time, but the University will continue payment of benefits for the employer portion of benefits for the 12 weeks. Benefits include medical insurance, dental insurance, vision insurance, life insurance and long-term disability insurance. If

the employee fails to return to work for at least 30 days, after the leave is completed, the employee will be responsible for repayment of the portion of the benefit premiums which were paid by the University.

Employees who have accrued sick, vacation, or personal time, are required to use that time for the birth, adoption or placement of a child as part of the 12 weeks. The employee will also be required to use accrued vacation, personal and sick time for a serious health condition of the employee or of a family member.

Serious health condition is intended to cover conditions or illnesses affecting one's health to the extent that inpatient care is required or absences are necessary on a reoccurring basis for more than three days. After three days of absence, the University may declare the employee to be on Family Leave.

In the case of a serious health condition of a spouse, son, daughter or parent or the employee's own serious health condition, the University will require a certification from the health care provider stating that the employee is needed to care for the family member or needs the leave due to his/her health. In the case of a serious health condition of the employee, the University will also require certification from a health care provider stating that the employee is able to return to work (with regard to the particular health condition which caused the leave).

In the case of an expected birth, placement or adoption of a child or planned medical leave for a serious health condition of a family member or for the employee, the employee must give 30 days advance notice of the need for a leave, if possible. In the case of an emergency, notice must be given as soon as practicable.

In the case of leave for the birth of a child or for the adoption or placement of a child, the leave entitlement expires 12 months after the birth, adoption or placement.

In the case of two spouses who are both employed by the University, leave for the birth, adoption or placement of a child will be a total of 12 weeks for the two. In the case of the serious illness of a parent, child or the other spouse, 12 weeks leave for each employee will be allowed.

Upon completion of the leave, the employee will be returned to the position held when the leave started or to an equivalent position.

Leave may be denied to key employees who are among the top 10 percent of the University work force if granting the leave would cause substantial and grievous economic injury to the operations of the University.

The Family and Medical Leave Act took effect August 5, 1993. Revised January 2009.