

Staff Policy

1420.00 FAMILY AND MEDICAL LEAVE

The college shall grant up to 12 weeks of unpaid family and medical leave in any 12-month period in accordance with the provisions of the Family and Medical Leave Act of 1993, and as may be amended, for one or more of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform his or her job.

Additional child care leave may be granted under the provisions of that policy.

Accrued vacation, sick leave, wage continuation, or family sickness/emergency leave shall be substituted for unpaid leave where applicable under those policies.

Medical and dental coverage shall continue to be provided during the leave. No other wages or benefits will be paid or accrued during the unpaid portion of the leave.

Upon return from family and medical leave, the employee will be returned to his or her original position or an equivalent position with equivalent pay, benefits, and other employment terms.

AUTHORIZATION OF ADMINISTRATIVE POLICY

President's authorization: _____

Date authorized: _____ Effective Date: _____