



FAMILY AND MEDICAL LEAVE POLICY

Board Bylaw:

Policy Number: 4.3110

Subject Area: Personnel

Adopted: 04/18/1996

Revised: 04/18/1996

Kaskaskia College is committed to full compliance with the Family and Medical Leave Act of 1993, as amended, and will grant leave pursuant to the Act to eligible employees as follows:

- To be eligible for leave under the Family and Medical Leave Act, an employee must have worked for Kaskaskia College for at least 12 months or 1 academic year and must have worked at least 1,250 hours during the 12-month period prior to the leave.
- Leave will be granted to eligible employees who have complied with notification requirements for the following reasons:
 - the birth of his/her child
 - the placement of a child with the employee for adoption or foster care;
 - the care of a spouse, civil union partner, child or parent with a serious health condition;
 - the employee's serious health condition which prevents the employee from performing the functions of his/her job
 - any qualifying exigency while the employee's spouse, domestic partner, son, daughter, or parent is on active duty in the National Guard or Reserves or is called to active duty in support of a war or national emergency
- Any eligible employee who has complied with notification requirements is entitled to receive a maximum of 12 work weeks of Family and Medical Leave once during a 12-month period, except in the case of care for a military member as noted below. The 12-month period is measured forward from the date an employee's FMLA leave begins.
- An eligible employee who is the spouse, civil union partner, son, daughter, parent or next of kin (as defined by FMLA regulations) of a covered services member who has an illness or injury sustained in the line of duty shall be eligible for a leave of up to a total of 26 work weeks in a single 12-month period to care for the service member.
- During the period of FMLA, an employee's health, dental and vision insurance, as well as College-paid life insurance benefits will be maintained under the same conditions that applied before the leave started. For voluntary life and disability insurance benefits that are paid for by the employee and for the employee contributions for health, dental, and vision insurance, the employee will be responsible for making arrangements with the Human Resources Office to continue such payments during the FMLA leave.
- While on FMLA leave from the College, an employee is not permitted to work elsewhere.
- An employee will be required to substitute accrued paid vacation and personal leave for any part of FMLA leave taken for any reason. An employee will also be required to substitute accrued paid sick leave for FMLA leave to care for a family member or for the employee's own serious health condition. Any portion of the leave period for which such benefits are not applied will be considered unpaid leave.
- Upon an employee's return from FMLA leave, he/she will be restored to his/her former position or to a position with equivalent pay, benefits, and other terms and conditions of employment, upon a determination by the College that the employees is able to continue to perform the essential functions of the position.

Approval History: Replaces Family and Medical Leave 2.311 Approved 04/18/1996, 05/29/2012