



NEONATAL INTENSIVE CARE (NICU) POLICY

Policy Number: 4.3052
Subject Area: Personnel
Adopted: 09/29/2026
Revised: 09/29/2026

I. Purpose

Kaskaskia College recognizes that the hospitalization of a newborn in a Neonatal Intensive Care Unit (NICU) can create significant emotional, physical, and financial challenges for employees and their families. This policy establishes the College's commitment to supporting eligible employees during this critical time in accordance with the Illinois Family Neonatal Intensive Care Leave Act and applicable federal and state laws.

II. Scope

This policy applies to eligible employees of Kaskaskia College whose child is admitted to a Neonatal Intensive Care Unit. Eligibility is determined by the Office of Human Resources based on the requirements of the Illinois Family Neonatal Intensive Care Leave Act and other applicable laws.

III. Definitions

Neonatal Intensive Care Unit (NICU): A specialized hospital unit providing intensive medical care to newborns who require it due to premature birth, illness, or other medical conditions.

NICU Leave: Unpaid leave provided to eligible employees under the Illinois Family Neonatal Intensive Care Leave Act following the birth of a child who is admitted to a Neonatal Intensive Care Unit.

Illinois Family Neonatal Intensive Care Leave Act: Illinois state law governing employee leave rights related to a newborn child's admission to a Neonatal Intensive Care Unit.

Family and Medical Leave Act (FMLA): Federal law providing eligible employees with unpaid, job-protected leave for specified family and medical reasons.

IV. Standard Implementation

Kaskaskia College will administer NICU Leave in accordance with the Illinois Family Neonatal Intensive Care Leave Act, applicable federal law, and this policy. The Office of Human Resources is responsible for interpreting, administering, and implementing this policy and will coordinate with supervisors and Payroll to ensure consistent application across the institution.

A. Employee Entitlement

Eligible employees are entitled to up to twenty (20) workdays of unpaid NICU Leave during any twelve-month period following the birth of a child admitted to a Neonatal Intensive Care Unit, consistent with the requirements of Illinois law. NICU Leave is intended to allow eligible employees to care for, bond with, and support their newborn child during the child's hospitalization.

B. Coordination with Other Leave

NICU Leave will be administered in coordination with other available leave benefits as permitted by law.

- When permitted by law, NICU Leave may run concurrently with leave provided under the Family and Medical Leave Act, where applicable.
- Employees may elect, or may be required, to use available accrued paid leave in accordance with existing College policies and applicable law.

C. Documentation

The College may require reasonable documentation verifying the child's admission to a Neonatal Intensive Care Unit and the need for leave as permitted by law. All medical information received by the College will be treated as confidential and maintained separately from the employee's personnel file.

D. Benefits During Leave

Employees approved for NICU Leave will remain eligible for benefits as required by applicable law and College policy. Employees remain responsible for any required employee premium contributions during unpaid leave.

E. Return to Work

Upon conclusion of approved NICU Leave, employees will be restored to employment in accordance with the Illinois Family Neonatal Intensive Care Leave Act and other applicable employment laws. Employees are expected to maintain reasonable communication with Human Resources regarding their anticipated return-to-work date.

F. Non-Retaliation

Kaskaskia College prohibits retaliation against any employee who requests or exercises rights provided under this policy or applicable law.

V. Compliance and Monitoring

The Office of Human Resources is responsible for monitoring compliance with this policy, interpreting eligibility requirements, and requesting documentation as needed. The College reserves the right to modify this policy as necessary to remain compliant with applicable laws. Questions regarding this policy should be directed to the Office of Human Resources.