



NEONATAL INTENSIVE CARE (NICU) PROCEDURE

Policy Number: 4.3052
Subject Area: Personnel
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I. Standard Implementation

Neonatal Intensive Care Unit (NICU) Leave requests are initiated by employee notification and processed through a coordinated review involving the supervisor, the Office of Human Resources, and Payroll. The Office of Human Resources serves as the primary point of contact throughout the process.

A. Employee Notification

1. The employee should notify their immediate supervisor and the Office of Human Resources as soon as reasonably possible after learning that NICU Leave may be needed.
2. If the employee is unable to personally notify the College due to the circumstances, notification may be provided by a spouse, family member, or other representative when appropriate.
3. When advance notice is not possible due to the circumstances surrounding the birth or hospitalization, notice should be provided as soon as practicable.

B. Supervisor Responsibilities

Upon receiving a request or indication that NICU Leave may be needed, the supervisor shall:

- Express support for the employee and acknowledge receipt of the request.
- Notify the Office of Human Resources as soon as practicable.
- Refrain from requesting detailed medical information or making eligibility determinations.
- Coordinate operational coverage for the employee's absence.
- Direct all leave-related questions to the Office of Human Resources.

C. Human Resources Review

The Office of Human Resources will:

- Meet with or contact the employee to discuss the leave request.
- Review eligibility under the Illinois Family Neonatal Intensive Care Leave Act and other applicable leave laws.
- Determine whether other leave benefits, including the Family and Medical Leave Act, may also apply.
- Explain available leave options, employee responsibilities, and benefit continuation.
- Provide any required forms or documentation instructions.

D. Documentation

1. Human Resources may request documentation verifying the child's admission to a Neonatal Intensive Care Unit as permitted by law.
2. Documentation should be submitted within the timeframe established by Human Resources unless circumstances prevent timely submission.
3. All documentation shall be maintained in a confidential medical file separate from the employee's personnel file.

E. Leave Determination

Once sufficient information has been received, Human Resources will:

1. Determine the employee's eligibility.
2. Notify the employee of the approval or denial of the leave request.
3. Inform the employee of the approved leave period and any applicable leave designations.
4. Notify Payroll and the employee's supervisor of the approved leave dates, while maintaining the confidentiality of medical information.

F. Payroll and Benefits

1. Human Resources will communicate approved leave information to Payroll to ensure accurate leave coding.
2. Payroll will process leave in accordance with applicable laws and College payroll procedures.
3. Employees remain responsible for any required employee benefit premium contributions during unpaid leave.

G. Communication During Leave

Human Resources will serve as the primary point of contact while the employee is on leave. Employees are expected to notify Human Resources if their anticipated return-to-work date changes or if additional information becomes available. Reasonable communication may occur regarding the following:

- Benefit continuation.
- Leave status.
- Return-to-work planning.
- Required documentation.

H. Return to Work

1. Employees should notify Human Resources of their anticipated return-to-work date as soon as practicable.
2. Human Resources will coordinate the employee's return with the supervisor and Payroll to ensure the employee is returned to active status and all applicable payroll and benefit records are updated.

II. Compliance and Monitoring

The Office of Human Resources is responsible for administering this procedure and ensuring consistent application across the institution. Supervisors are responsible for promptly notifying Human Resources when an employee requests leave or indicates that leave may be needed due to a newborn's admission to a Neonatal Intensive Care Unit.