

MEDICAL LEAVE FOR EMPLOYEE’S IMMEDIATE FAMILY – OPERATING STAFF

University of New Hampshire

| Type/Duration of Leave | Accrued Leave Usage |
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| <p>1. Short duration of time away to care for medical appointments, illness, or medical needs of an immediate family member:</p> <ul style="list-style-type: none"> - One hour (min of .25 hrs) up to five days - Occasional medical appointments for part of a day | <p>1. Earned Time, Sick Pool, pay deduction. Under the USNH Family Leave Policy, employees with at least one year of benefits-eligible service may use up to 10 days of Sick Pool per fiscal year for time away to care for the medical needs of an immediate family member (pro-rated for staff working part-time). Access to the Sick Pool for this purpose does not require the prior use of five Earned Time days (as it does for the <i>employee’s</i> own extended medical leave). http://www.unh.edu/hr/pdfs/family-leave-policy-os.pdf</p> <p>Earned Time may also used for time off to care for family members. Unpaid leave** would apply upon the exhaustion of Earned Time, or of Sick Pool (if use of Sick Pool is appropriate). Under FMLA the employee may reserve up to 10 days of ET.</p> |
| <p>2. Extended leave to care for the medical needs of an immediate family member. Family and Medical Leave applies (FMLA) *; Certification of Health Care Provider form required.</p> <p>-- More than 5 consecutive workdays. When an employee is away from work for more than five days to care for an immediate family member, FMLA* applies. FMLA leave would continue if the employee returns to work part-time or on an intermittent basis to continue care of the family member.</p> <p>FMLA also applies for extended time off to care for a qualifying newborn, adopted, or foster child.</p> <p>-- Intermittent leave. Absences that are frequent but are <i>not</i> consecutive (e.g., take family member to weekly medical appointment, take family member to medical treatment twice a week for a continued period). Family and Medical Leave (FMLA)* applies for intermittent leave, and Certification of Physician form is to be submitted.</p> | <p>2. Employee provides Certification of Health Care Provider form to Human Resources and the Request for Leave of Absence form to department (department completes and forwards the form to HR).</p> <p>Earned Time, Sick Pool, pay deduction**. Under the Family Leave Policy, employees with at least one year of benefits-eligible service may use up to 10 days of Sick Pool per fiscal year for time away to care for the medical needs of an immediate family member (pro-rated for staff working part-time). Access to the sick pool for this purpose does not require the prior use of five earned time days (as it does for the <i>employee’s</i> own extended medical leave).</p> <p>Earned Time may also be used for time off to care for family members. Unpaid leave** applies upon the exhaustion of Earned Time, or of Sick Pool (if use of Sick Pool is appropriate). Under FMLA the employee may reserve up to 10 days of Earned Time.</p> |

* Family and Medical Leave Act (FMLA) applies for extended and intermittent absences relative to a serious health condition, with supporting Certification of Health Care Provider form as well as Request for Leave of Absence form, and confirmation from Human Resources. To be eligible an employee must have been employed within USNH for at least 12 months in total and must have worked at least 1250 hours during the 12 month period preceding the start of the leave. When a leave meets the conditions of FMLA, the institution and the employee are required to comply with FMLA policy. FMLA provides up to 12 weeks away from work for qualifying situations and is unpaid unless the employee has sufficient accrued leave to cover the absence (for employee illness USNH policy provides for holding the position for six months). <http://usnholpm.unh.edu/USY/V.Pers/A.17.htm>

** When unpaid leave applies, the employee may continue core benefits coverage (medical, dental, life insurance, long term disability, retirement contributions). Payment of premiums/retirement contributions is made through the USNH Benefits Office.

Note: Above description is intended to summarize application of USNH policy. For details on all benefits provisions, refer to USNH policy (available on UNH Human Resources' web site at: www.unh.edu/hr)