

MEDICAL LEAVE FOR EMPLOYEE'S IMMEDIATE FAMILY – EXEMPT STAFF

University of New Hampshire

Type/Duration of Leave	Accrued Leave Used
<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"> - Half day increments or full days, up to 5 days duration - Occasional medical appointments for part of a day 	<p>1. Annual Leave, Sick Leave, pay deduction. Under the Family Leave Policy, employees with at least one year of benefits-eligible service may use up to 10 days per fiscal year of Sick Leave to care for the medical needs of an immediate family member (pro-rated for staff working part-time).</p> <p>Annual Leave may also apply to time away to care for family members. When accrued leave becomes exhausted, pay deduction applies. If pay deduction occurs, be sure to obtain a written request from the employee for time away; this documentation is required when pay deduction for a short duration occurs for exempt employees.</p>
<p>2. Extended leave to care for the medical needs of an immediate family member. Family and Medical Leave applies (FMLA) *; Certification of Physician 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* normally 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 Health Care Provider form is to be submitted.</p>	<p>2. Employee provides Certification of Health Care Provider form to Human Resources and Request for Leave of Absence form to department (department completes and forwards the form to HR).</p> <p>Annual Leave, Sick Leave, unpaid leave**. Under the Family Leave Policy, employees with at least one year of benefits-eligible service may use up to 10 days per fiscal year of Sick Leave to care for the medical needs of an immediate family member (pro-rated for staff working part-time).</p> <p>If the employee has no Sick Leave balance (or has reached 10-day max under Family Leave), he or she would use Annual Leave (may reserve up to 10 days of Annual Leave under FMLA). If Annual Leave and Sick Leave options become exhausted, unpaid leave applies**.</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; payment of premiums 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).