2417 – Clarification of Medical Related Leaves

Family and Medical Leave Procedure*

In compliance with the Family and Medical Leave Act, the College allows employees to take up to 12 weeks for serious health conditions, the birth of the employee's son or daughter, or placement of a son or daughter with the employee for adoption or foster care as set forth in the Family and Medical Leave procedure~~s~~. The employee's accrued leave shall first be applied as designated in the Family and Medical Leave procedure. If an employee exhausts his/her eligible accrued leave prior to the expiration of the approved leave period, any time off during the remainder of the approved leave period will be without pay.

*Because employees do not know in advance when a major illness may require them to take extended time off under the Family and Medical Leave procedure, they are encouraged to accrue ample Sick Leave to provide for their financial well being, should they ever encounter a major illness.

Personal Sick Leave Procedure

As set forth in the Personal Sick Leave procedure, the College has established a *maximum annual usage* of 120 hours per calendar year for qualifying full-time employees and 60 hours per calendar year for qualifying part-time employees to be used for personal sick leave or to occasionally care for a sick family member. It is recognized that many employees have accrued Sick Leave in excess of this annual usage allotment. It should be remembered that the purpose of the College's Sick Leave benefit is to help ease the employee's financial burden during major illnesses. Therefore, retaining an accrued balance in reserve will assist the employee financially in the event of a major illness or accident. As stated in the Personal Sick Leave procedure, if an employee requires additional time off during the calendar year over and above the stated usage allotment, Vacation Leave, and/or Personal Leave must be requested to provide for the additional necessary time off.

Leaves of Absence Procedures

The Catastrophic Illness and General Leave of Absence procedures were written to assist employees who may have extenuating circumstances that require them to take an extended leave for the purposes stated in the procedure and who have exhausted all other leave benefits provided by the College. The purpose of these procedures are to help the employee, if it is determined to be in the best interest of the College, retain his/her employment at Barton in the event of a catastrophic illness or other qualifying circumstance. Unless otherwise directed by the President, Leaves of Absence will normally be recommended *without* pay.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President

Date: 11/6/06

Revision(s): 1/14/08; 6/9/08; 10/9/19 (minor revision)