

# **POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 2.5.9**

**Reviewed: August 14, 2017**

## **SUBJECT: FAMILY AND MEDICAL LEAVE**

In compliance with federal law, Wayland Baptist University offers up to 12 weeks of unpaid family and medical leave to its eligible employees.

Under federal law, an employee is eligible for leave if he or she has worked for the university for at least 12 months and, during that time, logged a minimum of 1250 hours of service to the university. The university guarantees its eligible employees a total of 12 workweeks of unpaid leave during any 12 month period for the following purposes: 1) caring for a child following his or her birth, adoption, or placement in the employee's home for foster care; 2) caring for a spouse, child or parent who has a serious health condition; or 3) recovering from a serious health illness or injury which renders one unable to perform one's job responsibilities.

Leaves for child care must be taken within 12 months of the date of birth, adoption or placement.

Employees requesting leave will be required to use accrued vacation days or other personal leave time as part of the 12 week leave.

The employee is obliged to give at least 30 days of notice of any foreseeable need for leave.

At the university's request, eligible employees requesting leave must provide certifications by medical professionals, documenting the health conditions of the employee, spouse, child or parent.

During the leave period, the university will continue to pay its share of the employee's premium payments under its group health insurance plan. The employee must reimburse the university the amount of these premium payments if he or she does not return to work at the expiration of the leave period. An employee must return to work for the same amount of time that they were on FMLA in order not to have to return the insurance premiums. If the employee has opted to include dependents under his or her health insurance plan to avoid a lapse in coverage, premiums for the dependent(s) must be paid prior to the due date for premium remittance during the period the employee is on leave. Upon return from leave, the employee is entitled to his or her former position, or an equivalent position with equivalent pay and benefits. However, the university may, in its discretion, deny an employee who is among the highest paid ten percent of the