

## **FAMILY AND MEDICAL LEAVE**

### **Eligibility**

Employees eligible to take a family medical leave of absence are those with at least twelve months of service who have worked at least 1,250 hours during the twelve months immediately preceding the commencement of the leave. Eligible employees are entitled to up to a total of 12 work weeks of family and medical leave during the rolling 12-month period measured backward from the date an employee uses any family or medical leave. Up to 26 weeks of leave is available for situations involving a covered family member's service in the Armed Forces.

### **Reasons for Leave**

Family or medical leave will be granted to an employee only for one or more of the following reasons: the birth of a son or daughter, and to care for the newborn child; the placement of a son or daughter with an employee for adoption or foster care, and to care for the newly placed child; to care for a spouse, son, daughter, or parent who has a serious health condition; or a serious health condition that makes an employee unable to perform the functions of his or her position. If both spouses work for Hope College, combined leave time for new child leave or leave to care for a parent with a serious health condition is twelve weeks.

Eligible employees may also take leave for a covered family member's service in the Armed Forces ("Servicemember FMLA"). Servicemember FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons: a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified that he or she will be called to active duty, in the Armed Forces in support of a contingency operation. An eligible employee may take up to 12 workweeks of leave during any rolling 12-month period measured backward from the date an employee uses any family or medical leave. Leave for this reason, when combined with other FMLA-qualifying leave, may not exceed 12 workweeks in the rolling 12-month period: to care for a servicemember who is the employee's current or former spouse, son, daughter, or parent who is on active duty in the Armed Forces, provided that such injury or illness renders the member unfit to perform duties of the member's office, grade, rank or position; to care for a covered family member who is a covered family member of an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 12 workweeks of leave during a single 12-month period to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 12 workweeks of leave during a single 12-month period.

### **Leave for the "Serious Health Condition" of the Employee or a Family Member**

A "serious health condition" means any illness, injury, impairment, or physical or mental condition that requires in-patient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a M.D.,

### **Intermittent/Reduced Schedule Leave**

When medically necessary, an employee may take an intermittent or reduced schedule leave to care for an eligible family member with a serious health condition or due to the employee's own serious health condition. Employees on intermittent leave may be transferred temporarily to another position, with equivalent pay and benefits, to better accommodate periods of absence.

### **Continuation of Benefits**

Employees who are participants in the College's health care insurance plan at the time the family or medical leave commenced will continue to participate in such health care insurance coverage under the same conditions as similar employees who are not on a family or medical leave, for up to twelve (12) total weeks of family