

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

- (A) The college supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments. In accordance with federal law, Family and Medical Leave (FML) is a benefit available to eligible faculty and staff members. The Family and Medical Leave Act assures that, if leave is taken in accordance with these policies and procedures, eligible faculty and staff can take twelve weeks of leave during a given twelve-month period and, with limited exceptions described below, be entitled to reinstatement to the same or an equivalent position at the conclusion of this leave. Employees without twelve weeks of accumulated paid leave available to them (sick, vacation, personal) may take FML as unpaid leave with the same reinstatement assurance.
- (B) An employee who has been employed by the college for at least one year and has worked for 1,250 hours during the twelve months preceding the start of Family and Medical Leave is eligible for FML. An eligible part-time employee is entitled to FML on a prorated basis.
- (C) Employees seeking to use FML are required to provide at least a 30-day advance notice of the need to take the leave when the need is foreseeable and such notice is possible. When the need for leave is not foreseeable, the employee must provide notice as soon as possible under the facts and circumstance of the particular case.
- (D) If you are absent for the following reasons, the absence may qualify as FML:
- (1) Birth of and care for a child during the first year following birth.
 - (2) Care for the employee's child after placement for adoption or foster care.
 - (3) A serious health condition that makes the employee unable to perform his or her job. This includes incapacity due to pregnancy and prenatal medical care.

Under FML, a "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves:

- (a) Inpatient care in a hospital, hospice or residential care facility; or
 - (b) Continuing treatment by a health care provider.
- (4) To care for the employee's immediate family member who has a serious health condition.

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FAMILY AND MEDICAL LEAVE

Effective September 25, 2014

Policy 3-36

Page 2 of 2

- (5) Military family leave entitlements
 - (a) for qualifying exigencies arising out of the active duty or call to active duty of an employee's spouse, son, daughter or parent; or
 - (b) twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness.

- (E) The President will establish procedures to administer this policy.

Last Effective Date: August 21, 2000

Approved by the Board of Trustees 9-25-14

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