# Leave

## Administration Leave

On January 1, March 1, May 1, July 1, September 1, and November 1 of each calendar year, each staff employee will receive 1 day of administrative leave. These administrative leave days may be used for sick days, vacation, holidays, days off during Christmas week, or bereavement leave. They must be taken in full-day increments and may not be broken into hours. Administrative leave days may only be taken as they are earned.

If administrative leave days are not used during the calendar year received, they will be forfeited.

Administrative leave is not paid upon termination of employment.

## Family and Medical Leave Act

The Family and Medical Leave Act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months. Unpaid leave must be granted for any of the following reasons:

to care for the employee's child after birth, or placement for adoption or foster care;

to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or

for a serious health condition which makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave. The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. For the duration of the FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. For more information, please see the Human Resource Director.