

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Time Away From Work

Section Number: 9.06

Effective Date: 1/29/21

SUBJECT: College Medical Leave

Purpose:

The College Medical Leave is a benefit unique to Saint Joseph's College. It provides approved full and part time Staff members with additional leave after their Family and Medical Leave Act (FMLA) is exhausted and if they need additional time away from work for medical reasons.

Applicable to:

Staff

Policy:

Beyond the provisions of the Family and Medical Leave Act, an employee who has medical certification of a continued serious health condition may request an extended medical leave. Such leave requests will be evaluated against institutional needs, length of requested leave and budgetary constraints. The College will have sole discretion in determining if an employee's position will or will not be held for the duration of the leave.

The College Medical Leave is an unpaid leave with a maximum duration of three (3) consecutive months. The leave is re-evaluated, with the Staff member, during each month to assess and determine the continuation of the leave for the following month. Failure for Staff to participate in these discussions, pay benefit premiums, etc., may jeopardize the continued approval of the College Medical Leave.

If available, staff may use earned time and/or long-term illness benefits. If these accrued balances have been exhausted, the College Medical Leave will be unpaid. Earned Time (ET) or long-Term Illness (LTI) hours will not accrue during the College Medical leave.

The College will continue the temporary suspension of email and systems access and retain any technology devices onsite, i.e. laptop, mobile devices, etc. If an employee has a cell phone subsidy due to work requirements, the subsidy will also continue to be temporarily suspended until the employee is approved to return to work.

Procedure:

A Staff member is required to remain in contact with Human Resources during an FML period. Once the FMLA is exhausted, the Staff member may request a College Medical Leave.

The College Medical Leave will be considered in conjunction with the following factors, including but not limited to, the employee's position and overall responsibility, department and College needs, anticipated length of leave needed, budgetary impacts, etc. Eligibility for this policy is determined by Human Resources. In addition, department leadership input will be considered from an operational perspective.

If approved, arrangements for the continuation of College benefits, including but not limited to premium payments, will be made through Human Resources.