

What You Should Know About Family/Medical Leaves

The College's **Family Leave Policy** meets, and in some cases, exceeds, state and federal laws providing employees with leave to care for themselves or family members. The policy incorporates the state Oregon Family Leave Act (OFLA) with the federal Family and Medical Leave Act (FMLA) to give faculty and staff the most generous aspects of both laws. The intent of these laws, and our policy, is to provide job and benefit protection to eligible employees on qualifying leave and in most cases, salary protection through use of accrued sick leave and vacation time.

The policy allows qualifying employees to take up to 12 weeks of unpaid leave within a 12-month period for their own serious medical condition, to care for an immediate family member with a serious health condition, for the birth or placement of a child for foster-care or adoption, or to care for their sick child. There is a separate 12-week leave allowed for conditions related to pregnancy.

To qualify, employees (including faculty) must have worked for 180 days if the leave is to care for a newborn or newly placed child. For all other types of leave, an employee must have worked an average of 25 hours per week for at least 180 days.

Employees may use available sick or vacation time during the leave for their own condition. To care for a family member, employees may use up to 3 days of sick time and any available vacation time. To care for a newborn or newly placed child, use of sick time and vacation time is required. Use of paid time does not extend the total leave period of 12 weeks.

Faculty members do not accrue sick and vacation time. CAS faculty should request leave through the department chair, divisional dean, and the Dean's office; Graduate and Law School's faculty should request leave through the Dean's office. The department chair and Dean's office will determine the pay status of the leave and advise Human Resources.

During your leave, you will continue to be eligible for those benefit plans in which you currently participate. The College will continue to pay its normal share of your medical and dental premiums if: (1) you have worked at least 12 months and 1,250 hours, **or** (2) you are in paid status at least two weeks per month during the leave.

For employees who wish to add their newborn or newly adopted child to their medical/dental plan, enrollment forms *must be received* by Human Resources no later than **31 days** following birth or placement for adoption, or enrollment will be delayed until Open Enrollment.

When the leave is foreseeable, such as for childbirth, 30 days notice is required. In an emergency, leave requests are required as soon as is practical.

Providing all procedures of the policy have been followed, you will be reinstated to the "same or equivalent position" upon returning from this leave.

The policy may be viewed in its entirety on the web page at www.lclark.edu/~hr/fmla.htm.

To apply for Family Leave, advise your supervisor of your need for a leave, and contact Kris Codron in Human Resources (ext. 6237) for leave clarification, appropriate forms, and any applicable benefit payment arrangements.