


## ADMINISTRATIVE RULES

<b>Title: FAMILY AND MEDICAL LEAVE</b>	<b>Identification:</b> 6HX-10-3.12
	<b>Page:</b> 1 of 2
	<b>Effective Date:</b> 6/15/05
<b>Authority:</b> SBE 6A-14.0261 FS 1001.64; 1001.65	<b>Signature/Approval:</b> 

### PURPOSE

This administrative rule establishes College policy regarding use of family and medical leave by full-time faculty and staff.

### RULE

Full-time HCC employees who have worked for the College for twelve (12) not necessarily consecutive months and have worked 1,250 hours within the year preceding commencement of the leave are entitled to up to twelve (12) weeks of unpaid family/medical leave to include holiday and break times within a twelve-month period. The 1,250 hours may not include any unpaid leave time used during that period. The twelve-month period to determine unpaid family/medical leave will be any rolling twelve-month time period measured backward from the date leave is used.

1. Family/medical leave may be used for the following reasons:
  - A. The birth of a child or placement of a child with an employee for adoption or foster care. Leave must be used within the twelve (12) months of the birth, adoption or foster care placement.
  - B. To care for a spouse, child or parent of the employee, if such family member has a serious medical condition that requires medical certification.
  - C. For an employee's own serious medical condition that requires medical certification.
2. If an employee has used family/medical leave within the preceding twelve (12) month period, the amount used will be deducted from the twelve (12) weeks.
3. Employees are required to use all accrued and available annual, compensatory, personal and sick leave (if qualified) while taking family/medical leave, prior to using unpaid leave. Both paid and unpaid leave are counted against the twelve (12) week entitlement.
4. Any time charged to workers' compensation for a qualified serious medical condition will be counted toward family/medical leave, in such that workers' compensation and family/medical leave will run concurrently

## ADMINISTRATIVE RULES

<b>Identification:</b> 6HX-10-3.12	<b>Page:</b> 2 of 2	<b>Effective Date:</b> 6/15/2005
---------------------------------------	------------------------	-------------------------------------

5. All employees on family/medical leave are required to provide written verification of their intent to return to work at the beginning of family/medical leave and every four (4) weeks thereafter to the employee's supervisor. To be eligible to return to work at the conclusion of the family/medical leave, an employee is required to report on employment status, recertification of a health condition and intent to return to work at the conclusion of the approved leave period. Employees are expected to report to work on the first regular workday following the end of the leave period with a fitness-for-duty statement from the treating physician that addresses full release or any restrictions that may apply to the employee's ability to perform his/her duties.
6. An eligible employee may use family/medical leave intermittently and/or on a reduced work schedule based on conditions stated by the treating physician in the return to work statement and approved by College.
7. An eligible employee returning from an approved family/medical leave will return to the same position or an equivalent position with no change in compensation, status, benefits or other conditions of employment. This provision will not apply if an employee's family/medical leave extends beyond twelve (12) weeks.
8. The College will continue to maintain and contribute its share of insurance premiums for all core benefits while an employee is on an approved family/medical leave. However, an employee on unpaid family/medical leave will not accrue leave or be eligible for other benefits. For any unpaid absences an employee must pay for all insurance coverage premiums for voluntary coverages.
9. Non-payment of any premiums due by an employee will result in cancellation of insurance coverage. An employee may be required to reimburse the College for health insurance premiums paid if an employee does not return to HCC following an approved leave.
10. Personnel on an approved family/medical leave are required to contact his/her supervisor at a minimum of every four (4) weeks and prior to returning to work.
11. A key employee may be denied job restoration if the employee's absence will cause substantial and grievous economic injury to the college. A key employee is any salaried employee among the highest paid 10% of employees.
12. The President will maintain an administrative procedure on family/medical leave, which will outline the provisions for use of this leave. Faculty and staff covered by a collective bargaining agreement will adhere to provisions included in their agreement.