

**BRYN MAWR COLLEGE
FAMILY AND MEDICAL LEAVE POLICY
EFFECTIVE JUNE 1, 2001**

Bryn Mawr College provides medical and family leave in accordance with the Family and Medical Leave Act of 1993. An eligible* full-time or part-time employee may request leave under the following circumstances: (1) in the event a serious health condition renders her/him unable to perform her/his job functions; (2) to care for a spouse, domestic partner (if a Statement of Domestic Partnership is on-file with Human Resources), son, daughter, or parent who has a serious health condition; (3) for the birth or the caring for a daughter/son within twelve months of birth; or, (4) for the placement with her/him of a daughter/son for foster care/adoption within twelve months of the placement. Leave, including any extensions, may not exceed twelve weeks in any twelve-month period. In the case of a serious health condition, leave may be taken on an intermittent or reduced leave (i.e. partial day) schedule where medically necessary.

Where possible, at least thirty days in advance of the desired leave, an employee must submit a written request to her/his supervisor. If it is impossible to give thirty days notice, the request should be submitted as early as possible before the date of the anticipated leave. A copy of the request, along with necessary certification, shall be sent to the Director of Human Resources. Certification shall include: appropriate documentation of the projected or actual date of placement for adoption/foster care or birth of a child; or, in the case of a serious health condition, medical certification from the employee's (or family member's) health provider. A certification must state: the date the serious health condition commenced; its probable duration and other germane medical facts; and, either that the employee is unable to perform her/his job functions or, in the case of an ill family member, the time period the employee will need to care for the ill family members. Where intermittent or reduced leave is being requested, the certification must also verify that such leave is medically necessary and set forth either the dates and duration of planned medical treatments for the employee or, in the case of an ill family member, the dates and duration of leave made necessary by planned medical treatments of the family member.

Bryn Mawr College may require, at its expense, the opinion of a second health care provider. If the first and second opinions are in conflict, the College can require the opinion of a third health care provider, acceptable to both the employee and the College, but at the expense of the College. The College and the employee are bound by the opinion of the third health care provider.

Where granted, approval for leave will be given in writing and will specify a return date. In the event an extension of leave is desired, the employee must submit the written request for extension to her/his supervisor before the end of the

original leave period. Even with an extension, the leave is not to exceed twelve weeks in any twelve month period. The family or medical leave is unpaid, except that an employee may apply for short-term disability benefits when the leave is due to the employee's own illness or disability, and will otherwise be required to use available sick, vacation and/or other earned paid time in lieu of unpaid time. The employee may elect to use sick time for the care of family members in accordance with the College Sick Leave Policy. The total period of leave (including paid and unpaid time) is twelve weeks.

The College will continue to make Flexible Benefit Plan contributions to an eligible employee during the period of leave, including medical, dental, basic life and long-term disability premiums. The employee will continue to be responsible for her/his portion of the premium, if any. With respect to other benefits, crediting will generally cease at the beginning of the leave and will begin again upon the employee's return to work. As a general rule, an employee who fails to return to work after an approved leave must reimburse the College for medical and dental premiums paid by the College during the leave. This reimbursement will not be expected where a serious health condition or circumstances beyond the employee's control prevent the employee's return.

An employee should notify the Director of Human Resources that she/he will be returning at least one week prior to her/his scheduled return date. A returning employee will be restored to her/his previous position or to an equivalent position. An employee who fails to return after the leave will be considered to have resigned.

***ELIGIBILITY**

Eligible faculty and staff who have completed one full year of service and who have worked at least 1,250 hours in the past year.