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TO: EMPLOYEES REQUESTING LEAVE
FROM: Thalia L. Anthony, Director of Human Resources
DATE: August 15, 2006
RE: **GUIDELINES**

QUALIFICATIONS FOR LEAVE:

- Been employed for at least one (1) year OR worked a total of 1250 hours

PROCEDURE:

- The employee must complete a Request for Leave form and submit to her/his supervisor, for approval. The form is then submitted to the Human Resources Department for processing.
- If the leave request is for medical reasons, the written request must be accompanied by the physician certificate (medical certification form can be obtained from the HR Department)
- Employees must provide 30 days notice for a foreseeable leave due to a birth, adoption, or planned medical treatment
- Employees are expected to provide as much notice as practicable, but in no event less than 2 work days after an unforeseeable circumstance. Failure to provide the requisite notice may result in the delay or denial of the FMLA leave

TYPES OF LEAVE:

- Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to twelve (12) weeks of job-protected leave
 - if the employee has a serious health condition as defined by the law and is unable to work;
 - For the birth, adoption or foster placement of a child (leave must conclude within twelve months of the birth or placement)
 - and/or to care for a family member who has a serious health condition (defined as spouse, child or parent)
- Disability/Childcare Leave (formally known as maternity/paternity leave) (inclusive of FMLA)
- Medical disability leave without pay (inclusive of FMLA)
- Personal leave without pay (compelling reason must exist and supporting documentation required)

WHILE ON LEAVE:

- Employees must utilize all accrued sick, personal and vacation time during an FMLA/MEDICAL/PERSONAL (without pay) leave for their own serious health condition
- Employees who are on (FMLA/MEDICAL/PERSONAL) leave do not accrue sick, vacation or personal leave

- Seniority will continue to be accrued during the leave for eligible employees on medical disability leave

RESPONSIBILITY OF EMPLOYEE ON LEAVE:

- Employees on medical disability leave must submit a doctor's note monthly to the office of Human Resources
- Employees on leave are required to notify their supervisor and the Human Resources Department, in writing, two weeks prior to the employee's scheduled date of return
- Employees must submit return-to-work with a full medical release

MEDICAL COVERAGE:

- In accordance with our Personnel Policy and Procedure employees who are not working at least 20 hours per week are not entitled to health insurance. Therefore, employees who are on an unpaid leave of absence are not entitled to agency paid health insurance, except for any portion of the leave which qualifies for FMLA leave. These persons who become ineligible for agency paid health insurance will be eligible for continued coverage under COBRA.

The Agency will make every effort to place the employee in a position, which is similar to the position held before the leave of absence. Although an employee's position is not guaranteed upon return from a leave of absence, every effort will be made to place the employee in his/her present or comparable position upon his/her return. For leaves in excess of the twelve weeks permitted under FMLA the Agency cannot guarantee the availability of a position when the employee is ready to return to work, and does not guarantee immediate reinstatement to the former or comparable position. If reinstatement is not possible, layoff may result.

Regular full-time employees of the Agency may be granted a medical leave without pay, inclusive of FMLA, for a total of six months in any twelve-month period. The medical disability must be verified in writing by the employee's physician Along with an expected date you can return to work.

The Agency may grant personal leave up to a maximum of six months to regular full-time; non-probationary employees where compelling personal needs exist. The Agency maintains the right to deny such in its sole discretion.