

FAMILY AND MEDICAL LEAVE ACT (“FMLA”) POLICY

Federal law provides employees with job-protected leave under certain circumstances. University policy as well as applicable collective bargaining agreements may provide even greater benefits. Please consult with Human Resources or your applicable collective bargaining agreement to determine what other benefits you may be entitled to under University policy.

Events That May Entitle an Employee to FMLA Leave

Eligible employees of Yeshiva University (the University) are entitled to take up to 12 work weeks of job-protected unpaid Family and Medical Leave Act (FMLA) leave during any rolling 12-month period for one or more of the following reasons:

1. The employee's own serious health condition;
2. To care for a child, spouse or parent who has a serious health condition;

member of the U.S. Armed Forces with a serious injury or illness covered service member” means a member of the Armed Forces, including a member of the National

Substitution of Paid Leave

An employee must use available paid sick leave where an FMLA leave is taken for his or

soon as possible and practicable. Except in cases of extreme medical emergencies, employees are expected to advise their supervisor as soon as they know the need for and expected duration of the leave, and generally within two business days of the time they know of the need for leave. Notice may be given by telephone, email, fax, or other similar methods. In all cases, whether leave is taken intermittently or continuously, the employee, where practicable, must make a reasonable effort to schedule his/her leave so as not to interrupt University operations unduly.

The University requires that the serious medical condition be recertified every 30 days except for leave related to pregnancy or childbirth or where the minimum duration of the serious health condition at issue is more than 30 days. For employees requesting intermittent or reduced leave for periods in excess of six months, the University requires recertification every six months. In addition, employees are required to report periodically on their status and intent to return to work. If the circumstances of an employee's leave change, and the employee is able to return to work earlier than originally indicated, the employee should notify the University at least two days prior to the date that he or she intends to return to work.

An employee returning from FMLA leave taken for his/her own serious health condition must provide certification from a health care provider that he/she is medically able to resume work. An employee failing to complete the return-

