

University Policy 200.12

In-patient care in a hospital, hospice, or residential medical care facility

More than three calendar days of incapacity that involves continuing treatment by a health-care provider

Medical Certification

The certification should include the following additional information for personal and family related medical leave of absence:

- The date when the serious health condition began
- The probable duration of the condition
- The medical facts regarding the condition
- The reason why the employee is required to care for the family member, what care the employee will provide, and how long the care is likely to be required

The University reserves the right to require that additional information or clarification be included on the certificate depending on the reason for the Family and Medical Leave. (i.e., If an employee applies for leave under the FMLA because of personal serious health conditions, the University may require that the certificate state whether or not the employee can perform the essential functions of the job). The University may require the employee to get an opinion from a second doctor at the University's expense and provide a recertification of a medical condition to support the Family and Medical Leave request. A recertification may be requested at reasonable intervals (generally not more often than every 30 days). While on Family and Medical Leave, the employee is expected to contact his or her supervisor on a regular basis.

Length of the Leave

An eligible employee is entitled to up to 12 weeks of unpaid leave during a 12-month period. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

When both spouses are employed by Claflin University, they are each entitled to separate leave for serious (personal) health conditions for themselves, each other, their children, or their parents. However, they are jointly entitled to a **COMBINED** total of 12 work weeks of family leave for the birth and care of the newborn child, and for placement of a child for adoption or foster care.

Family and Medical Leave with Pay

Employees who must be absent due to their **OWN** serious health condition will be paid for time lost from work by first using their accrued sick leave and then vacation leave if the condition persists. Employees who must be absent due to

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leave while on Family and Medical Leave may apply for leave through the leave sharing program or they will automatically be placed on leave without pay.

Employee Responsibility

