CHESTNUT HILL COLLEGE

**NON-FMLA MEDICAL LEAVE OF ABSENCE**

An employee with a serious medical condition as defined under the FMLA, who is in his or her first year of employment and has completed the initial orientation period, may request a leave of absence for a self-qualifying medical event. Employees may take leave up to six (6) weeks within their first 12 months of employment. Intermittent leave under non-FMLA is not permitted unless such leave has been approved as a reasonable disability-related accommodation pursuant to ADA.

A request for a non-FMLA medical leave must be made in writing at least 30 days prior to the beginning of the leave, if foreseeable. If this is not possible, the employee must give as much advance notice as practicable. The College requires certification from a healthcare provider for the employee's serious health condition. The employee must respond to the request for certification within 15 calendar days of the notice of eligibility. All medical certifications are submitted to the Human Resources Office. Failure to comply with the aforementioned requirements may result in denial of the leave.

An employee taking a non-FMLA medical leave must use accrued paid time off, if available, concurrently with an unpaid leave. Accruing time off ceases when an employee moves to an unpaid status. Accrued time off will restart upon the employee's return to work in accordance with college policies on vacation leave, sick leave and personal leave. While on an unpaid status, an employee is not eligible for holiday pay, nor will College-designated holidays extend the length of a non-FMLA medical leave of absence.

An employee taking a non-FMLA medical leave does not have job restoration rights. However, the College will reinstate the employee to the same position or to a positon with equivalent status, pay and benefits upon the employee's return to work. An employee who fails to return to work on the scheduled return date or who exceeds the leave without obtaining prior approval of an extension of leave may be subject to dismissal from employment.

Prior to returning to work, the employee must obtain a release from his or her healthcare provider confirming the release to return to work to perform regular job duties or to define any job restrictions. The release is provided to the Human Resources Office no later than the day the employee is scheduled to return to work.

While on a non–FMLA medical leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee is responsible to continue to pay his/her portion of benefits

made by payroll deductions if any portion of the leave is paid. Should an employee go to an unpaid status while on a non-FMLA medical leave, any missed payroll deductions will be deducted from the employee's paycheck when he or she returns from the leave. If the employee does not return to work, the College may require the employee to reimburse the amount it paid for the employee's health insurance premiums during the leave period.