**SECTION: LEAVES**

**POLICY:** Medical Leave, non-FMLA eligible **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to outline the process for employees not covered by the Family and Medical Leave Act (FMLA) to request medical leave when experiencing a personal medical condition or illness.

This policy applies to all employees who are not eligible for FMLA coverage, including part-time, temporary, and newly hired employees who do not meet the FMLA eligibility criteria.

**DEFINITIONS:**

1. Medical Leave: An approved period of unpaid leave granted to employees who are unable to work due to a personal medical condition or illness.
2. Non-FMLA Eligible Employee: An employee who does not meet the FMLA eligibility requirements, such as having less than 12 months of service or working less than 1,250 hours in the past 12 months.

**PROCEDURES:**

1. Requesting Leave:
   1. Employees must submit a written request for medical leave to their immediate supervisors as soon as they become aware of the need for leave.
   2. The request must include the reason for leave, estimated duration, and supporting medical documentation if applicable.
2. Leave Duration:
   1. Leave duration will be evaluated on a case-by-case basis. Typically, medical leave may not exceed 30 days.
   2. Extensions may be granted based on medical necessity and operational needs.
3. Documentation Requirements:
   1. Employees may be required to provide medical certification from a licensed healthcare provider verifying the need for leave.
   2. Updates on the medical condition and anticipated return date may be required periodically.
4. Job Protection and Benefits:
   1. While on medical leave, job protection is not guaranteed, and employees may be subject to reassignment or termination based on business needs.
   2. Benefits may be continued at the employee’s expense, subject to applicable policies and insurance regulations.
   3. Employees may use accrued leave to cover medical leave if eligible to do so according to applicable leave policies.
5. Returning to Work:
   1. Employees must provide a fitness-for-duty certification from their healthcare provider before returning to work.
   2. Reasonable accommodations may be made for employees returning with temporary restrictions.
6. Non-Retaliation:
   1. Employees will not face discrimination or retaliation for requesting or taking approved medical leave.