

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7410.3

FOR POLICY NUMBER: BP – 7410

FAMILY AND MEDICAL LEAVE

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for employee family and medical leave.

2. DEFINITIONS

2.1 Family and Medical Leave – protected and unpaid leave for qualified medical and family reasons.

3. PROCEDURES

3.1 The College affirms its responsibility and commitment to respond to an increasing understanding of employee needs with regard to family care. The College supports the Family and Medical Leave Act of 1993 (FMLA) and requires strict compliance with the FMLA and its related federal and state regulations. Definitions used in the FMLA will apply to this procedure and any regulations adopted under the FMLA will apply as amended.

3.2 FMLA leave is unpaid. College provided leave, such as sick leave, non-exempt compensatory time, annual leave, emergency leave and personal days shall run concurrently with FMLA leave. Accumulated paid leave shall be exhausted prior to the employee taking unpaid leave.

4. APPLICABILITY

N/A

ISSUE DATE: 12/18/2018

EFFECTIVE DATE: 12/18/2018

REVISION DATE(S): 02/10/1994 (item #6769); 09/12/1996 (item #7739); 03/13/1997 (item #7957); 03/09/2006 (item #9853); 04/01/2014; 11/25/2014; 12/18/2018

PRIOR POLICY/PROCEDURE NUMBER: 4175.a; AP-7325.0

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-7410.0; AP-7410.1; AP-7410.2; AP-7410.4; AP-7410.5; AP-7410.6; AP-7410.7; AP-7410.8; 7410.9

PROCEDURE KEY WORDS: family leave; medical leave; FMLA