

## Medical Leave Policy

The purpose of this policy is to provide income to eligible faculty when a faculty member is unable to work because of a total disability when that disability is not work related, or when a faculty member must care for a minor child or partner with a serious medical condition.[1]

This policy covers full and part time faculty who have completed at least one year of continuous service immediately preceding the need for medical leave.

In determining whether to grant medical leave, the University will consider, among other things, the opinion of the faculty member's physician or a physician of its choice. If the University requires an independent medical examination, the examination will be paid for by the University.

A faculty member approved for medical leave will be notified of the amount of leave approved and the amount of salary to be paid during the leave. The maximum salary continuation for which part-time faculty are eligible is base salary for the remainder of the semester in which the disability occurs. Full-time faculty will be eligible for a maximum of 180 days of base salary. Faculty members who remain disabled after 180 days may be eligible for long term disability (LTD) benefits, which is an insured benefit .[2] Full-time faculty members who remain disabled after 180 days who are not eligible for LTD may apply for an unpaid leave of absence. Employees who are away from work for 12 months will not be eligible for continued employment or phased retirement, but may be eligible for other benefits.

If the disability qualifies for coverage under the Family and Medical Leave Act (FMLA), then the leave time allotted under the FMLA will run concurrently with the salary continuation period.[3]

Health plan premiums and other benefit costs that are paid by the faculty member will continue to be deducted from salary. Once salary payments cease, the faculty member will be responsible for these costs. When employment ends, continued health plan coverage and other benefits may be available under COBRA and other University policies.

Written approval from a treating physician will be necessary before returning to work. The University may require at its expense an independent medical examination to determine the employee's ability to return to work. If a physician authorizes a return to work on less than a full-time basis and the University has less than full-time work available, the faculty member's salary will be adjusted proportionately to the amount of work authorized.

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[1] Disabilities that are caused and/or exacerbated during the course of work duties may be covered by the University's workers' compensation insurance.

[2] Application forms are available in the Human Resources Office. The long-term disability policy provides partial income replacement provided the employee meets the policy's definition of disability and other eligibility requirements.

[3] FMLA leave is available to employees who have worked at least 12 months and for at least 1250 hours in the year preceding the leave and who have a serious health condition as defined under the FMLA.