

Leave of Absence – Family and Medical Leave Act HR.L15

Regulation(s): Family and Medical Leave Act (FMLA) of 1993
L-Tag(s): None

POLICY: Lifesong Hospice and Palliative Care is committed to providing employees with reasonable time off to take care of themselves or family members in the event of a serious health condition or in the event of the birth of a child or an adoption or the foster placement of a child.

PROCEDURE:

1. An eligible employee may take up to twelve (12) weeks of unpaid leave per year for one or more of the following reasons:
 - a. the birth or adoption of a child or legal foster care placement of a child with the employee (leave must be taken within 12 months of birth, adoption or placement);
 - b. the serious health condition of the employee's spouse, child or parent which requires the employee's care; and/or
 - c. the employee's own serious health condition that makes them unable to perform their job duties.
2. The employee is eligible for family or medical leave if the employee has worked for Lifesong Hospice and Palliative Care for at least twelve months and has worked at least 1,250 hours in the past twelve-month period.
3. The employee must make every effort to provide adequate notification of the leave and no less than thirty days before the leave is to begin if the precipitant to the leave is foreseeable.
4. Appropriate forms are available and must be completed in accordance with provisions of the Family Medical Leave Act.
5. If the employee must take leave and cannot notify the hospice within the appropriate time, the employee must explain the circumstances and situation to his/her supervisor as soon as possible.
6. Appropriate confidentiality will be maintained regarding all requests for leave.
7. Detailed explanations of the provisions of the Family and Medical Leave Act are available to all employees from the Human Resources Department.

Created:	Reviewed:	Revised:	Effective:
7/18	2/19		4/2019
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