

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FAMILY AND MEDICAL LEAVE

Effective August 21, 2000

Policy No. 3-36

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- (A) The college supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments. In accordance with federal law, Family and Medical Leave (FML) is a benefit available to eligible faculty and staff members. The Family and Medical Leave Act assures that, if leave is taken in accordance with these policies and procedures, eligible faculty and staff can take twelve weeks of leave during a given twelve-month period and, with limited exceptions described below, be entitled to reinstatement to the same or an equivalent position at the conclusion of this leave. Employees without twelve weeks of accumulated paid leave available to them (sick, vacation, personal) may take FML as unpaid leave with the same reinstatement assurance.
- (B) A full-time employee who has been employed by the college for one year and has worked for 1,250 hours during the twelve months preceding the start of Family and Medical Leave, is eligible for FML. A part-time employee is eligible for FML on a prorated basis.
- (C) If you are absent for the following reasons, the absence will be considered as FML:
 - (1) Birth of and care for a child during the first year following birth.
 - (2) Care for a child during the first year following adoption or foster care placement.
 - (3) Care for an immediate family member who has a serious health condition.
 - (4) When an eligible employee is unable to work because of a serious health condition.
- (D) The college will establish procedures to administer this policy.