

Policy

Policy # 3.04.09

Effective Date: 12/21/95

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Leaves</p>	<p><i>(Specific Subject Area)</i></p> <p>Family & Medical Leave</p>
	<p>Author: Joe Cheesman President's Cabinet</p>	<p>Supersedes Policy # New</p>
<p>Relates to Procedure #</p> <p>3.04.9</p>	<p>Impact:</p>	
<p>Legal Citation (if any): Title 29, Part 825 of the Code of Federal Regulations</p>		
<p>North Idaho College</p>		

Policy Narrative

[Page 1 of 2]

North Idaho College will implement The Family and Medical Leave Act and provide up to 12 weeks of leave (unpaid or a combination of unpaid leave and existing sick leave, annual leave or compensatory time) as required by the Family and Medical Leave Act to employees who qualify under the terms of the act.

Synopsis of the FMLA: The act requires the employer to grant an employee up to 12 weeks of leave during a 12 month period for:

1. Childbirth or placement of a child into your care through adoption or foster care. Leave cannot be taken more than 12 months after the arrival of the child and must be taken as a consecutive period unless the supervising vice president agrees otherwise.
2. Care for the employee's parent, spouse or child who has a serious health condition. Leave may be taken intermittently when medically necessary.
3. Medical leave if the employee is unable to work because of a serious health condition.

Posters identifying Your Rights Under the Family and Medical Leave Act of 1993 will be displayed.

For purposes of tracking FMLA leave use and eligibility, the 12-month period within which an employee may qualify for up to 12 weeks of FMLA leave, will be measured forward from the date an employee first uses FMLA leave.