



Policy and Procedure on Family and Medical Leave for Non-Faculty Employees

(Approved by the President on March 28, 2007)

I. PURPOSE

This procedure is intended to set forth UMBI procedures to implement BOR Policy VII - 7.50 Policy on Family and Medical Leave. The policies and procedures set forth in the BOR Policy are incorporated into this UMBI procedure and supplemented by the following additional provisions. This procedure applies to all non-faculty employees of UMBI.

II. TERMS AND DEFINITIONS

In addition to the Terms and Definitions listed in BOR VII - 7.50 Section II, the following terms and definitions shall apply for purposes of this procedure:

- A. Chief Executive Officer: the President of UMBI.
- B. Chief Executive Officer Designee: the UMBI Assistant Vice-President for Human Resources or, in his/her absence, the UMBI Vice-President for Administration and Finance or the UMBI Vice-President for Academic Affairs.
- C. F&M Leave: Family and Medical Leave.

III. F&M LEAVE ENTITLEMENT

- A. BOR Policy VII - 7.50 Section IV.A states: "Employees are entitled to a maximum of twelve (12) workweeks (60 days) of F&M leave within a twelve (12) month period. F&M leave can be taken continuously or, under certain circumstances, on a reduced F&M leave schedule, or intermittently over the course of a twelve month period. F&M leave entitlement shall not be carried over from a twelve month period to the subsequent twelve month period."
- B. BOR Policy VII - 7.50 Section IV.B. states: "The actual F&M leave entitlement shall be based on the employee's percentage of full-time work for the twelve (12) month period immediately prior to the beginning date of the F&M leave; and, shall be integrated with the amount of other leave taken for F&M-related reasons during the twelve month period within which the F&M leave is to begin."
- C. It is the policy of UMBI that the twelve month period for the purpose of F&M Leave eligibility shall be the twelve months immediately prior to the beginning of the proposed F&M Leave period.

IV. COMPENSATION DURING LEAVE

The F&M leave entitlement is for unpaid leave. It is the policy of UMBI that the employee shall be allowed to use accrued paid leave (sick leave, annual leave, personal, holiday or compensatory leave) for all or any part of the F&M leave to the extent available before taking unpaid leave. Such paid leave shall be taken in accordance with existing USM and UMBI leave procedures on sick leave, annual leave, personal leave, holiday leave, and compensatory leave.

V. NOTICE OF F&M LEAVE

An employee requesting any form of paid leave shall inform his/her supervisor whether such leave will be used for a purpose permitted under the BOR Family and Medical Leave Policy. All employees requesting F&M Leave, whether paid or unpaid, shall complete the Request for Family/Medical Leave and submit it first to the supervisor and successively to the Unit Head and the Assistant Vice-President, Human Resources, thirty (30) calendar days before any foreseeable leave is to begin, and as soon as practicable if the leave is not foreseeable. If the employee meets the criteria for eligibility, the Assistant Vice President for Human Resources will return an approval notice to the applicant with details of the employee's rights and responsibilities. If an employee notifies a supervisor that he/she needs to be absent for a reason that appears to be for an F&M-related reason, the supervisor should inform the Unit HR representative of this absence. The Unit HR representative shall inform the UMBI Assistant Vice-President for Human Resources of the impending absence. If the Assistant Vice President for Human Resources determines that the absence is for an F&M reason and the employee would be eligible for F&M Leave, the employee will be placed on F&M leave pending receipt of the Certification of Health Care Provider.

VI. MEDICAL CERTIFICATION

For F&M Leave related to serious health conditions and to childbirth, the employee shall submit a completed "Certification of Health Care Provider" at least 15 days prior to the date on which the foreseeable F&M leave is to begin or as soon as practicable in the case of an emergency, consistent with BOR VII-7.50, Section XII.

APPROVED: Jennie C. Hunter-Cevera March 28, 2007