

Name of Policy: [Family and Medical Leave Act](#)

Policy Number: 3364-25-30

Approving Officer:

Effective date:

March 8, 2024thG' *sD Gecl a737,20s

University of Toledo campuses, The University
Medical Center and Clinics

3364-25-30

- (b) To bond with a child, an employee must take leave within 14 days of the child's birth or placement.
- (c) To care for a child, an employee must take leave within 14 days of the child's birth or placement.

using FMLA leave in increments of less than one week, the holiday will not count against the employee's FMLA entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

- (5) An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule under certain circumstances.
 - (6) All FMLA leave time runs concurrently with any other applicable leave including workers compensation leaves. An employee must exhaust sick, vacation, compensatory time and other paid leave before being placed on unpaid leave. The employee must comply with the university's normal paid leave policies.
- (F) Benefits and protections

- (1) While employees are on FMLA leave, the university will continue to offer health insurance coverage as if the employee was not on leave.

During any FMLA leave, the university will maintain the employee's group health plan coverage on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire FMLA leave period. If the employee is paid while on FMLA leave, the employee's contribution toward health insurance will remain the same as if the employee were not on FMLA leave. Employee benefits coverage will continue provided the employee pays their portion of the premium. An employee on unpaid FMLA is responsible for making arrangements with the appointing authority or designee regarding continuation of health, vision, dental, or other insurances, and other benefits or programs requiring employee contributions to be withheld from pay. Bargaining unit employees should consult their agreements. The employee will be entitled to any changes to the health care plan or benefits that are made while the employee is on FMLA leave to the same extent as if the employee were not on FMLA leave.

- (2) To receive health benefits during an unpaid FMLA leave, monthly employee contribution amounts are due, in advance, on the first of the month following unpaid status for the remainder of eligibility (twelve week maximum). Upon the expiration of eligibility, employees may continue their health insurance coverage by paying the entire premium in advance each month to the human resources department of the university. Individuals choosing to discontinue their health insurance coverage during the twelve week period of eligibility will have the opportunity to re-enroll, unconditionally, upon their return. Those who elect to discontinue coverage, and whose twelve week eligibility has expired, will have the opportunity to re-enroll only during the open enrollment period of each year.

- (d) An employee who fails to return to work within three consecutive days following the end of his or her approved FMLA leave will be considered to have abandoned his or her job and will be treated as a voluntary resignation, except for documented reasons of his or her own health condition confirmed by a health care provider or other reasons beyond his or her reasonable control.
- (e) The university does not interfere with, restrain, or deny the exercise of, or attempts to exercise any rights provided by the FMLA. The university will not discharge or in any other manner discriminate against an individual for opposing any practice made unlawful by the FMLA or for instituting or participating in an inquiry or proceeding relating to any FMLA protected right.

(G) Requesting Leave

Generally, employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify the university as soon as possible and, generally, follow the employer's usual procedures. The employee must submit the leave request through the university's specified system. Application and medical documentation must be returned to human resources within fifteen calendar days after application and cannot be submitted later than fifteen calendar days after the first day of leave.

- (1) Employees do not have to share a medical diagnosis when reporting off work but must provide enough information to the university so it can determine if the leave is for a

