

## **FAMILY AND MEDICAL LEAVE**

**Adopted: 12/10/2019**

In accordance with the Federal Family and Medical Leave Act of 1993, employees completing one (1) year of service may qualify for Family and Medical Leave (FMLA) up to 12 workweeks during the fiscal year for the following reasons:

1. **The birth or adoption of a child.**
2. **To care for a spouse, son, daughter, sibling, or parent who has a serious health condition.**

Son or Daughter: The term “son or daughter” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is –

- (1.) under 18 years of age or
- (2.) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Spouse: The term “spouse” means a husband or wife.

3. **The employee’s own serious health condition.**

The term “serious health condition” is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical facility, or a condition which requires continuing care by a licensed health care provider.

An eligible employee can take up to 12 weeks of leave under this policy during a 12-month period.

To qualify for Family and Medical Leave, an employee must have worked at least 1,250 hours during the previous year and must give SADO at least 30 days notice for foreseeable events, (including, but not limited to, the birth or adoption of a child), or in the case of unexpected illness, as much notice as possible. An employee shall submit a physician’s certificate in a timely manner justifying the need for the leave under this policy. SADO may require a second or third opinion (at SADO’s expense) if necessary.

In cases where the employee takes a leave of absence because of their own serious health condition, the employee will also be required to submit a physician’s certificate that the employee is able to return to work at the conclusion of the leave with no restrictions.

SADO will continue to provide group health insurance to employees on Family and Medical Leave.

If an employee fails to return to the employee's scheduled work after the leave of absence, employment will be voluntarily terminated on the first scheduled workday that is missed following expiration of the family leave of absence.

When an employee returns from an approved family leave or family medical leave of absence, the employee will be reinstated to the same classification or one equivalent in pay, benefits, and conditions of employment.

**Relationship to Paid and Unpaid Leave:** Leave granted under this policy is unpaid except:

as provided by SADO's Parental Leave Policy or;

as provided in the optional Long-Term Disability (LTD) insurance coverage offered to employees, where LTD benefits cover a portion of an employee's salary upon exhaustion of previously accrued sick leave, or after the fifteenth day of disability or;

an eligible SADO employee may elect to substitute previously accrued annual, personal, or sick leave for unpaid leave as provided under Section 3 of this policy. If an employee's previously accrued leave balances are less than necessary to cover 12 workweeks of absence (and the employee does not have long term disability coverage), the additional weeks of leave necessary to attain the 12 workweeks of leave permitted under this policy will be provided without compensation.