

## **BULLETIN NUMBER 8**

**TO:** Reynolda Campus Faculty and Staff

**FROM:** Ralph D. Pedersen  
Director of Human Resources

**DATE:** June 12, 2000

**SUBJECT:** Family and Medical Leave

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Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at:  
[www.wfu.edu/Administrative-offices/Human-Resources/bulletin.htm](http://www.wfu.edu/Administrative-offices/Human-Resources/bulletin.htm)

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### 1. References

- a. Family and Medical Leave Act (FMLA) of 1993
- b. Human Resources Policy and Procedures Manual (HRPPM) Section X-3, Family and Medical Leave
- c. Personnel Policies for Reynolda Campus Faculty, Section I, Leaves and Absences

### 2. General

- a. Family and Medical Leave (FML) is available to the faculty and staff for authorized medical and compelling family reasons that cause the employee to be absent for an extended period of time.
- b. Faculty and staff are eligible to take up to 12 weeks of unpaid (unless the employee has accrued paid leave) Family and Medical Leave during a rolling twelve month period if they:
  - (1) have worked for Wake Forest University for at least 12 months;
  - (2) have worked at least 1250 hours in the past 12 months; and
  - (3) if required, submit a Medical Certification Form.

NOTE: A faculty member will be paid her regular salary for the period of disability associated with pregnancy or childbirth, which normally will be up to six weeks. Paid leave is available only during the academic year (August 16 – May 15).

- c. Family and Medical Leave can be taken for any of the following reasons:
- (1) The employee's own serious health condition that prevents him/her from performing the essential functions of his/her job.
  - (2) To care for a parent, spouse or child with a serious health condition.
  - (3) To care for the employee's child after birth, or placement for adoption or foster care in your home, providing the leave is taken with 12 months of the child's introduction to your family.

## 2. Procedure

- a. As with any type of leave, advance notice and approval are expected, except in emergencies. If the leave is **foreseeable**, the employee is expected to give at least 30 days written notice before leave starts. If 30 days notice is not possible, notice is expected as soon as practical. "As soon as practical" means at least verbal notice within two business days of learning the need for leave. If an employee does not provide timely notice, his/her rights may be affected.
- b. The Wake Forest University Request for Family and Medical Leave form (copy attached) should be used to request leave, but does not have to be used. The law provides that employees do not need to expressly assert their rights under FMLA, or even mention FML. It is sufficient if they state a reason that qualifies. It is then incumbent upon the supervisor to process an FML request. The attached form may be reproduced or copies are available from the Human Resources Department by calling the Absence Management Specialist at 758-4945. The form is also available on the HR webpage: [www.wfu.edu/Administrative-office/Human-Resources/emrel.htm](http://www.wfu.edu/Administrative-office/Human-Resources/emrel.htm)
- c. In the case of a serious health condition for the employee or the employee's family member, the employee is required to provide a Medical Certification form (copy attached) from his/her (or the patient's) health care provider for any absence of three or more consecutive, regularly scheduled working days. The attached form may be reproduced or copies are available from the Human Resources Department by calling the Absence Management Specialist at 758-4945. The form is also available on the HR webpage: [www.wfu.edu/Administrative-office/Human-Resources/emrel.htm](http://www.wfu.edu/Administrative-office/Human-Resources/emrel.htm)
- d. In the case of a serious health condition involving medically necessary treatment, FML would be granted on an intermittent (blocks of time), or a reduced work schedule (reducing normal work hours) if needed. If an employee is on unpaid FML, he/she may be temporarily transferred to another position that better accommodates the need or may be put on a reduced work schedule. When an employee is put on a reduced work

schedule, the salary will be reduced proportionately. The employee must work with his/her supervisor and the approving authority to establish a mutually satisfactory treatment schedule that does not unduly disrupt business and meets the employee's (or patient's) medical needs. If an employee fails to consult with his/her supervisor and the appointing authority, the employee may be requested to reschedule treatments, subject to the approval of the health care provider.

- e. At the end of an employee's FML for personal health reasons, a fitness for duty form (note from doctor with limitations or statement providing that the employee can return to full duty) will be required to verify the employee's ability to return to work.
- f. When an employee returns to work, he/she must be restored to his/her original position or an equivalent position. An equivalent position is one with the same pay grade, benefits, work schedule, and other terms and conditions of employment. This does not apply if the employee's job would have otherwise been terminated had the employee not taken FML, such as a reduction in force.
- g. When an employee needs more time than 12 weeks, the best course of action to take is to call the Absence Management Specialist in the Human Resources Office to discuss options that are available to the department and to the employee.

### 3. Referral

Questions regarding this procedure may be referred to the Absence Management Specialist, Department of Human Resources, Room 116, Reynolda Hall at 758-4945.

#### Attachments

Request for Family and Medical Leave  
Medical Certification Form