

**BRYN MAWR COLLEGE
FAMILY AND MEDICAL LEAVE POLICY
EFFECTIVE NOVEMBER 1, 2016**

Bryn Mawr College provides medical and family leave in accordance with the Family and Medical Leave Act of 1993. An eligible* full-time or part-time employee may request leave under the following circumstances: (1) in the event a serious health condition renders her/him unable to perform her/his job functions; (2) to care for a spouse, son, daughter, or parent who has a serious health condition; (3) for the birth or the caring for a daughter/son within twelve months of birth; (4) for the placement with her/him of a daughter/son for foster care/adoption within twelve months of the placement; or (5) for a qualifying exigency due to the fact that the employee's spouse, son, daughter or parent is either on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. Leave, including any extensions, may not exceed twelve weeks in any twelve-month period. In the case of a serious health condition, leave may be taken on an intermittent or reduced leave (i.e. partial day) schedule where medically necessary. Leave will be extended to 26 weeks in any twelve-month period for an employee who is caring for a covered service member who is the spouse, son, daughter, parent or next of kin of the employee. A covered service member includes any member of the Armed Services including the National Guard and Reserves, who is undergoing medical treatment, recuperation, therapy

to use available sick, vacation and/or other earned paid time in lieu of unpaid time. The employee may elect to use sick time for the care of family members in accordance with the College Sick Leave Policy. The total period of leave (including paid and unpaid time) is twelve weeks, or 26 weeks in the case of leave for a covered service member.

The College will continue to make Flexible Benefit Plan contributions to an eligible employee during the period of leave, including medical, dental, basic life and long-term disability premiums. The employee will continue to be responsible for her/his portion of the premium, if any. With respect to other benefits, crediting will generally cease at the beginning of the leave and will begin again upon the employee's return to work. As a general rule, an employee who fails to return to work after an approved leave must reimburse the College for medical and dental premiums paid by the College during the leave. This reimbursement will not be expected where a serious health condition or circumstances beyond the employee's control prevent the employee's return.

An employee should notify the Director of Human Resources that she/he will be returning at least one week prior to her/his scheduled return date. A returning employee will be restored to her/his previous position or to an equivalent position. An employee who fails to return after the leave will be considered to have resigned.

***ELIGIBILITY**

Eligible faculty and staff who have completed one full year of service and who have worked at least 1,250 hours in the previous 12 months.