

FAMILY AND MEDICAL LEAVE POLICY

Adelphi University (hereinafter referred to as Adelphi) will provide family and medical leave to eligible employees.

- A. Eligible Employees - An eligible employee is an employee who has been employed for at least 12 months and who has worked 1,250 hours during the 12-month period prior to the start of a leave period.
- B. Types of Family and Medical Leaves - Eligible employees will be allowed to take 12 weeks of leave during any 12-month period for one or more of the following:
 - 1. Birth or Placement of Child - Because of the birth of a son or daughter ofw

veteran who was a member of the Armed Forces or the National Guard or Reserves at any time during the 5 years preceding the date of the medical treatment.

- Serious Injury or Illness – A serious injury or illness includes a “qualifying injury or illness” that was incurred in the line of duty on active duty or in the case of a veteran, a “qualifying injury or illness” that was incurred in the line of duty on active duty (or which existed previously and was aggravated in the line of duty on active duty) and which manifested itself either before or after the member became a veteran.

This military caregiver leave is available during “a“

second medical opinion by a physician selected by Adelphi to verify a serious health condition. Also, Adelphi may ask employees from time to time during their leave, to state their intention to return to work at the end of their family or medical leave.

Eligible employees may take leave on an intermittent or reduced-hours basis to care for a family member with a serious health condition or to attend to their own serious health condition. However, intermittent or reduced-hours leave may not be taken for leaves granted for the birth or placement of a child. Intermittent or reduced-hours leave will be granted only under the following circumstances.

- The leave must relate to a serious health condition of the eligible employee or his/her family member;
- There must be a medical need that can best be accommodated by intermittent or reduced-schedule leave;
- The serious health condition must be certified under the above procedures;
- The eligible employee must make all reasonable efforts to schedule the intermittent or reduced-hours leave so as not to disrupt Adelphi's operations; and
- The eligible employee's leave entitlement will be reduced by the actual hours of the leave taken.

During a period of intermittent or reduced-hours leave, Adelphi may also request certification or re-certification of the serious health condition under the above procedures.

Adelphi may temporarily transfer an eligible employee who is granted intermittent or reduced-hours leave to an alternate job that better accommodates that employee's recurring periods of leave.

soon as they know the date of their return, if less than the time originally requested by the employee.

Failure of the eligible employee to report to work the first work day following the expiration of the approved leave, will be treated as a resignation. Further, if an