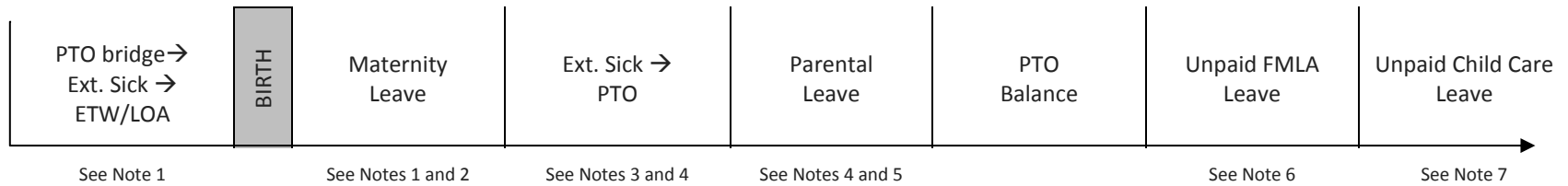


EXAMPLE A: Employee is medically unable to work prior to and after giving birth, qualifies for FMLA, is eligible for maternity leave, parental leave, and extended sick, and chooses not to return to work when medically able.

FMLA USAGE

Absences for an FMLA qualifying event will be counted toward the employee’s 12 weeks of eligibility under the FMLA from the beginning of the employee’s absence.
Use the FML time code from the start of the absence until eligibility under the FMLA is exhausted.

PAID/UNPAID TIME AWAY FROM WORK

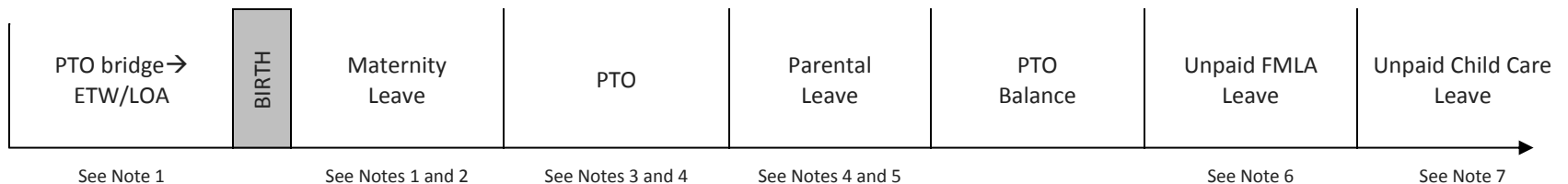


EXAMPLE B: Employee is medically unable to work prior to and after giving birth, qualifies for FMLA, is eligible for maternity and parental leave, is not eligible for extended sick, and chooses not to return to work when medically able.

FMLA USAGE

Absences for an FMLA qualifying event will be counted toward the employee’s 12 weeks of eligibility under the FMLA from the beginning of the employee’s absence.
Use the FML time code from the start of the absence until eligibility under the FMLA is exhausted.

PAID/UNPAID TIME AWAY FROM WORK



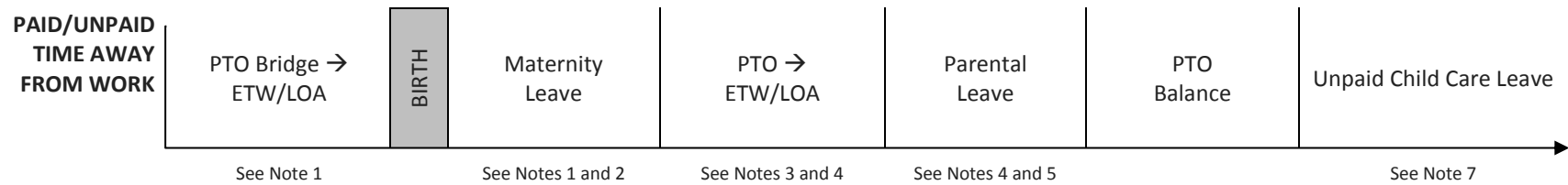
Notes:

- 1) Acceptable supporting documentation provided to the University that confirms the employee is unable to work due to pregnancy or delivery. A full-time employee with at least one year of regular employment is eligible to use extended sick time after a forty (40) hour bridge period (pro-rated based on FTE). PTO, bridge one-time bank, maternity leave, and/or excused time without pay may be used during the bridge period. A cumulative total of absences during the employee’s pregnancy is used to satisfy the forty (40) hour bridge period (pro-rated based on FTE).
- 2) Use of maternity leave is continuous.
- 3) Acceptable supporting documentation provided to the University that confirms the employee is medically unable to return to work following the six (6) week maternity leave.
- 4) Acceptable supporting documentation provided to the University that confirms the employee is medically able to work, and noting restrictions, if any. The employee may use parental leave during physical recovery if no extended sick time is available.
- 5) Use may be continuous or intermittent; scheduling is at the discretion and approval of the department. See the Paid Maternity (Childbirth) and Parental Leaves SPG for scheduling guidance.
- 6) May be applicable when there is stacking of FMLA eligibility.
- 7) Begins when the employee’s FMLA leave entitlement ends, or, when the employee is not eligible for FMLA when parental leave/PTO balance is exhausted after the employee is medically able to return to work. Length of time an employee may be off work is governed by terms of the Unpaid Leaves of Absence SPG.

* The applicable collective bargaining agreement should be referenced for employees covered by a collective bargaining agreement (AFSCME, GEO, IUOE, LEO, MNA, POAM, Trades, etc.).

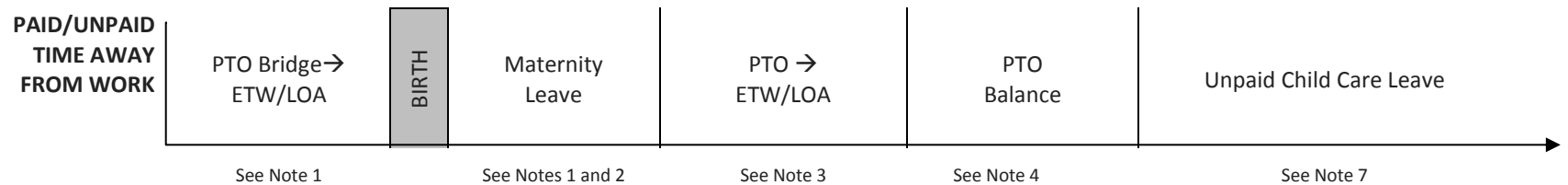
EXAMPLE C: Employee is medically unable to work prior to and after giving birth, does not qualify for FMLA, is eligible for maternity and parental leave, is not eligible for extended sick, and chooses not to return to work when medically able.

FMLA USAGE DOES NOT QUALIFY / NOT APPLICABLE



EXAMPLE D: Employee is medically unable to work prior to and after giving birth, does not qualify for FMLA, is eligible for maternity leave, is not eligible for parental leave and extended sick, and chooses not to return to work when medically able.

FMLA USAGE DOES NOT QUALIFY / NOT APPLICABLE



Notes:

- 1) Acceptable supporting documentation provided to the University that confirms the employee is unable to work due to pregnancy or delivery. A full-time employee with at least one year of regular employment is eligible to use extended sick time after a forty (40) hour bridge period (pro-rated based on FTE). PTO, bridge one-time bank, maternity leave, and/or excused time without pay may be used during the bridge period. A cumulative total of absences during the employee’s pregnancy is used to satisfy the forty (40) hour bridge period (pro-rated based on FTE).
- 2) Use of maternity leave is continuous.
- 3) Acceptable supporting documentation provided to the University that confirms the employee is medically unable to return to work following the six (6) week maternity leave.
- 4) Acceptable supporting documentation provided to the University that confirms the employee is medically able to work, and noting restrictions, if any. The employee may use parental leave during physical recovery if no extended sick time is available. The employee may use short-term sick for bonding with the child if not eligible for parental leave.
- 5) Use may be continuous or intermittent; scheduling is at the discretion and approval of the department. See the Paid Maternity (Childbirth) and Parental Leaves SPG for scheduling guidance.
- 6) May be applicable when there is stacking of FMLA eligibility.
- 7) Begins when the employee’s FMLA leave entitlement ends, or, when the employee is not eligible for FMLA when parental leave/PTO balance is exhausted after the employee is medically able to return to work. Length of time an employee may be off work is governed by terms of the Unpaid Leaves of Absence SPG.

* The applicable collective bargaining agreement should be referenced for employees covered by a collective bargaining agreement (AFSCME, GEO, IUOE, LEO, MNA, POAM, Trades, etc.)