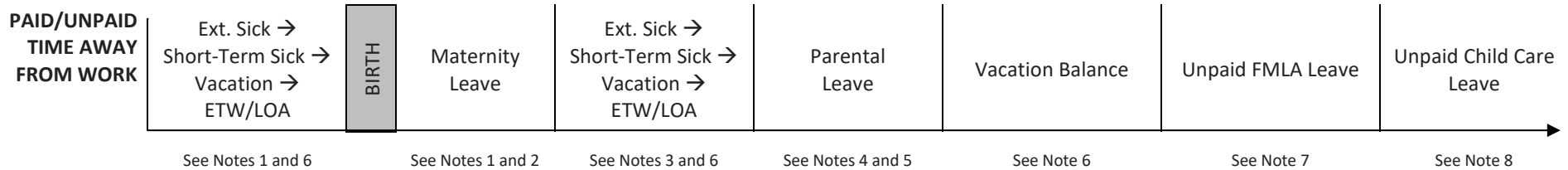


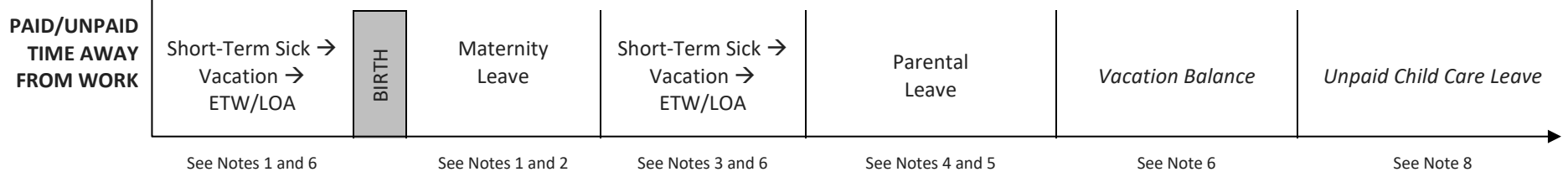
**EXAMPLE A:** Employee is medically unable to work prior to and after giving birth, qualifies for FMLA, is eligible for maternity leave, parental leave, and extended sick, and chooses not to return to work when medically able.

**FMLA USAGE** Absences for an FMLA qualifying event may be counted toward the employee’s 12 weeks of eligibility under the FMLA from the beginning of the employee’s absence.



**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 may be counted toward the employee’s 12 weeks of eligibility under the FMLA from the beginning of the employee’s absence.

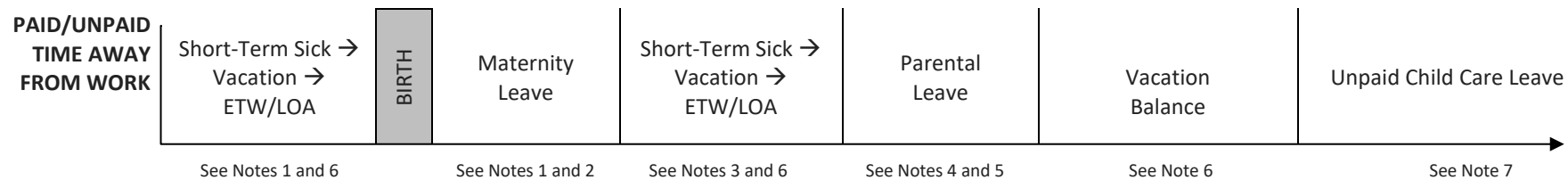


**Notes:**

- 1) Consistent with unit practices, acceptable supporting documentation provided to the University that confirms the employee is unable to work due to pregnancy or delivery.
  - 2) Use of maternity leave is continuous.
  - 3) Consistent with unit practices, 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 or short-term 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 201.30-6 for scheduling guidance.
  - 6) Regular instructional faculty with a 12-month appointment are eligible for vacation.
  - 7) May be applicable when there is stacking of FMLA eligibility.
  - 8) Begins when the employee’s FMLA leave entitlement ends, or, when the employee is not eligible for FMLA when parental leave/short-term sick/vacation 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 (Instructional) SPG 201.30-1.
- \* The applicable collective bargaining agreement should be referenced for employees covered by a collective bargaining agreement (LEO, LEO-GLAM).

**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



**Notes:**

- 1) Consistent with unit practices, acceptable supporting documentation provided to the University that confirms the employee is unable to work due to pregnancy or delivery.
  - 2) Use of maternity leave is continuous.
  - 3) Consistent with unit practices, 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 or short-term 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 201.30-6 for scheduling guidance.
  - 6) Regular instructional faculty with a 12-month appointment are eligible for vacation.
  - 7) Begins when the employee’s FMLA leave entitlement ends, or, when the employee is not eligible for FMLA when parental leave/short-term sick/vacation 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 (Instructional) SPG 201.30-1.
- \* The applicable collective bargaining agreement should be referenced for employees covered by a collective bargaining agreement (LEO, LEO-GLAM).