Summary

Boyce Thompson Institute (BTI) complies with the provisions of the Family and Medical Leave Act of 1993. Under provisions of the Act, eligible employees may take up to 12 weeks off of job protected unpaid leave per year. Eligible employees may take leave for the following reasons: 1) for the birth or adoption of a child or the placement of a child in foster care, 2) for serious illness of his or her spouse, domestic partner, parent, or child, or 3) for the serious illness of the employee.

Eligibility: Regular full and part-time employees are eligible for and may request family leave after completing 6 months of service in an eligible employment classification.

Policy:

1. Effective for events as of January 1, 2014, employees may request up to 12 weeks of paid family leave per calendar year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Paid family leave will be paid by BTI, and not deducted from an employee’s PTO bank. (Employees who participate in the traditional leave policy are not eligible for this leave type, as they use family medical time for this purpose).

2. Intermittent Leave: Up to 12 weeks of leave is normally taken as a block, but in certain circumstances when medically necessary and with a physician’s certification, employees may take the leave as intermittent leave or work a reduced schedule to a total of 12 weeks in a one-year period.

3. Paid Time: If the FMLA approved leave is due to the employee’s serious health condition, the employee will be paid by BTI.

4. Benefits: Health insurance benefits will continue to be provided by BTI during family leave under the same payment plan for the staff member that is in effect at the time leave commences. PTO accrual and paid holidays will be suspended during unpaid family leave and will resume upon return to active employment. For purposes of determining pension vesting, the employee will be considered to be continuously employed.
during the family leave period. For purposes of determining pension benefits, the unpaid family leave period will be ignored when calculating the highest 36 month average of pay.

5. **Notification:** When the necessity for family leave is foreseeable based on an expected birth or adoption or planned medical treatment, the employee must provide BTI with at least 30 days notice. If circumstances dictate that leave begin in less than 30 days, the employee must provide notice as soon as practicable. Depending on the reason for leave, written notice from a physician or from an appropriate agency or service must be provided to BTI prior to its commencement. In an emergency, such notice should be provided within 7 days.

6. **Return from Leave:** If an employee returns to work within the 12 week period, he or she will be reinstated to the same or equivalent position upon their return, with no decrease in salary, accrued benefits or seniority. If an employee fails to report to work promptly at the end of the approved leave period, the BTI will assume that the employee has resigned.

7. **Traditional Leave Employees:** For those employees who are grandfathered into the traditional leave policy, the disability period will be paid as medical time.