

Medical Leave for Non-Eligible FMLA Employees

We do not have an FMLA policy for part-time staff members. Even though FMLA doesn't apply to part-time staff members, we do still extend privileges to them when necessary. We would like to have a policy in place so that we are consistent.

THEREFORE BE IT RESOLVED that the Board of Trustees at the Elmhurst Public Library adopt the policy titled Medical Leave for Non-Eligible FMLA Employees.

### Medical Leave for Non-Eligible FMLA Employees

The Library may grant employees not eligible for FMLA an unpaid medical leave of absence when an employee is unable to perform the functions of his or her position because of the employee's health condition. The maximum amount of time the Library may allow is 6 weeks in a 12 month period. To be eligible for such a leave, an employee must have been employed by the Library for at least 6 months. Eligibility is determined as of the date the leave commences, not when the leave is requested.

The Library will require medical certification to support a claim for leave for an employee's health condition within 7 days of a request for a leave. The certification must include a statement that the employee is unable to perform the functions of his or her position, the date on which the health care condition began and the probable duration of the absence. If the need for the leave is foreseeable, such as a planned medical treatment, at least 30 days prior written notice must be given by the employee. If the need is unexpected, employees are required to provide as much notice as possible.

This medical leave is generally unpaid leave. However, employees with benefits must use any available sick, and vacation time during this period. During the paid portion of the leave, the employee with benefits will continue to accrue benefits.

Upon the employee's return to work following a leave, an employee must provide a written statement from his or her physician certifying that the employee is capable of performing his or her duties.