

## §500 LEAVES OF ABSENCE

### §501 FAMILY/MEDICAL LEAVE

#### §501.1. Allowable Term of Absence

**501.1. Policy** The Archdiocese of Chicago shall allow a continuous family or medical leave of absence of up to six months within any calendar year for all employees who have at least one full year of service, and 1,250 hours in the previous year, and who are certified by their doctor to be unable to work due to medical reasons for themselves or immediate family members, or require the leave of absence for child care, including: birth, adoption, or foster care.

#### *Procedure*

- a) “Immediate Family Member” is defined as an employee’s spouse, son or daughter, or parent, as prescribed by the Family Medical Leave Act.
- b) A leave of absence is only available to those employees who intend to return to work.
- c) Intermittent leave for medical reasons (e.g. every Wednesday and Friday off for treatment) will be limited to the equivalent of 12 weeks of time off, on a cumulative basis, within any calendar year.
- d) Employees are considered to be on family or medical leave continuously from their first day of absence for a qualifying reason to the earlier of their date of return, or the date six months after their first date of absence. This applies whether or not employees would normally be scheduled to work during the entire leave period.

## §501.2. Compensation

**501.2.1. Policy** Full-time and benefits eligible part-time employees on family/medical leave shall be compensated to the extent that they have accumulated sick days or other available paid time off benefits.

### *Procedures*

- a) Employees on a family/medical leave of absence may be required to use unused personal and/or vacation days at the employer's option.
- b) Employees shall not be compensated for holidays occurring while on family/medical leave, unless they choose to use accumulated sick days or vacation days. This only applies to those on inactive status by nature of an approved leave.

## §501.3. Benefits

**501.3.1. Policy** No additional sick days, personal days, or vacation days shall be allocated to employees on a family/medical leave. However, if the employee returns to work on a full-time or benefits eligible part-time basis within the family/medical leave period, they shall have allocated to them, upon their return, such paid time-off benefits that would normally have been allocated to them during the family/medical leave period.

**501.3.2. Policy** During the family/medical leave period, the Archdiocese shall continue to provide individual health coverage at minimal cost to the employee. However, the cost of providing family coverage, optional benefits or family co-pay shall remain the responsibility of the employee.

## §501.4. Reinstating

**501.4.1. Policy** Employees returning from a family/medical leave of absence, due to their own illness, shall be required to submit a written release from their doctor before reporting to work.

**501.4.2. Policy** Employees who return to work within the prescribed time and on the same basis as employed prior to taking a family/medical leave shall be reinstated at the same or comparable position at not less than the salary as before they left.

**§501.5. Termination**

**501.5. Policy** Employees who fail to return to work by the specified date of their family/medical leave period shall be considered to have voluntarily resigned their position. At that time, the employee shall have the same options as any other terminating employees with regard to continuing benefits.

**§502 PERSONAL LEAVE**

**§502.1. Leave of Absence Duration**

**502.1. Policy** The Archdiocese of Chicago may allow a personal leave of absence of up to 90 calendar days, subject to prior approval by the Pastor, Parochial Administrator, Principal or Agency Director, for all full-time and benefits eligible part-time employees who have at least one full year of service, and who request time off for other than family or medical reasons covered under §501.

***Procedures***

A leave of absence is only available to those employees who intend to return to work.

**§502.2. Compensation**

**502.2.1. Policy** Employees on a personal leave of absence shall use unused personal and vacation days. The remaining personal leave shall be without pay.

**502.2.2. Policy** Employees shall not be compensated for holidays occurring while on personal leave.

**§502.3. Benefits**

**502.3.1. Policy** No additional sick days, personal days, or vacation days shall be allocated to an employee while on a personal leave. However, employees who return to work on a full-time or benefits eligible part-time basis shall have allocated to them, upon their return, such benefits that would normally have been allocated to them during the personal leave period.

**502.3.2. Policy** During the personal leave period, the Archdiocese shall continue to provide individual health coverage at no cost to the employee. The cost of providing family coverage, optional benefits and family co-pay shall remain the responsibility of the employee.

**§502.4. Reinstatement**

**502.4. Policy** Employees who return to work within the prescribed time and in the same full-time/part-time status as of the time of the commencement of the leave, shall be reinstated in the same or comparable position at the same or comparable salary.

**§502.5. Termination**

**502.5. Policy** Employees who do not return during the prescribed time shall be considered to have voluntarily resigned their position. At that time, the employee shall have the same options as any other terminating employees with regard to continuing benefits.