

Procedure Title:

**LEAVES OF ABSENCE**

PROCEDURE NUMBER: 6-0-1

Policy Title:

Medical Leave

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Keystone provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions. Medical certifications supporting the need for a leave may be required of the employee prior to the leave.
2. Keystone will not interfere with, restrain or deny the exercise of any right under the Family and Medical Leave Act (FMLA)
3. Keystone will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
4. Employees in the following employment classification are eligible to request medical leave as described in this policy.
5. Regular full-time employees
6. Regular part-time employees

7. Eligible employees may request medical leave only after having completed 365 calendar days or 1,250 hours in the preceding 365 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
8. A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Keystone. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.
9. Eligible employees are granted leave for the period of the disability, up to a maximum of 12 weeks within a rolling 12 month period beginning with the first day of the leave. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.
10. Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering workman's compensation.
11. Subject to the terms, conditions and limitations of the applicable plans, Keystone will continue to provide health insurance benefits for the full period of the approved medical leave. During the leave period, the employee must continue to make their regular contribution to their insurance plan and may be billed.
12. Benefit accruals, such as vacation and sick leave will continue during the approved medical leave period.
13. So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Keystone with at least two weeks advance notice of the date the employee intends to return to work. Employees returning from a medical leave must provide a "fitness-for-duty" certification prior to returning to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
14. If an employee fails to return to work on the agreed upon return date, Keystone will assume that the employee has resigned.

## NOTES:

