

Procedure Title:

LEAVES OF ABSENCEPROCEDURE NUMBER: **6-0-2**

Policy Title:

Family 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 family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
2. Employees in the following employment classification are eligible to request family leave as described in this policy:
3. Regular full-time employees
4. Regular part-time employees
5. Eligible employees may request family leave only after having completed 365 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
6. Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying

the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

7. Eligible employees may request up to a maximum of 12 weeks of family leave within a rolling 12 month period beginning with the first day of the leave. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within the 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.
8. 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 family leave.
9. Benefit accruals, such as vacation and sick leave will continue during the approved family leave period.
10. So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide to Keystone with at least two weeks advance notice of the date the employee intends to return to work. When a family 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.
11. If an employee fails to return to work on the agreed upon return date, Keystone will assume that the employee has resigned.

NOTES: