



## TIME OFF BENEFITS

### 02.06.04 Family Leave

PCCLD 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.

Regular full-time and regular part-time employees may request family leave only after having completed 12 months of service and have worked at least 1,250 hours in the 12-month period preceding the date of leave. 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.

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.

Eligible employees may request up to a maximum of 12 weeks of family leave within a 12 month period, measured forward from the first day of an employee's leave. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration may be given to a written request for a single extension of no more than 30 calendar days. Employees are required to first use any accrued paid leave time before taking unpaid family leave. Married employees couples may be restricted to a combined total of 12 weeks leave within a 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition. ~~Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits are provided by PCCLD until the end of the month in which the approved family leave begins. At that time, employees become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits are again provided by PCCLD according to the applicable plans.~~ *Employee health insurance benefits will continue during family leave, subject to the terms, conditions, and limitations of the applicable plans. Employees will continue to be responsible for paying in a timely manner the employee shared cost of health benefits during the leave. While on paid leave, the shared portion will continue to be deducted from the employee's paycheck. While on unpaid leave, the shared portion will be paid directly to PCCLD by the employee, due on the first day of each month. Failure of the employee to pay his/her shared cost in a timely manner may result in the discontinuation of the benefit. Insurance premiums will not be invoiced.* Benefit accruals, such as vacation, sick leave, or holiday benefits, are suspended during the leave and resume upon return to active employment.

So that an employee's return to work can be properly scheduled, employees on family leave are requested to provide PCCLD with at least two weeks advance notice of the date they intend to return to work. When family leave ends, employees are reinstated to the same position, if it is available, or to an equivalent position for which employees are qualified.

If an employee fails to return to work on the agreed upon return date or is unable to return at the end of the authorized leave, the employee is terminated.