

ARKANSAS SCHOOL FOR THE DEAF

Policy Type	Subject of Policy	Policy No.
Administrative	ASD Family and Medical Leave Policy	1002

1. **Purpose:** The Family and Medical Leave Act (FMLA) allows employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. The FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers and minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and women. The Family and Medical Leave Act entitles "eligible" employees to a total of twelve (12) workweeks of unpaid leave during a 12-month period for one of the following reasons:

- A. The birth of a son or daughter, and to care for the newborn child;
- B. The placement with the employee of a son or daughter for adoption or foster care;
- C. The care of the employee's spouse, son, daughter, or parent with a serious health condition; and
- D. A serious health condition that makes the employee unable to perform the functions of the employee's job.

The 12-month period used by the state for determining eligibility is the calendar year. In the case of birth or adoption eligibility for FMLA leave shall expire at the end of the 12-month period beginning on the date of a child's birth or placement. However, leave used for this purpose shall also be calculated on a calendar year basis.

2. The National Defense Authorization Act of 2008 amended the Family Medical Leave Act to provide eligible employees leave rights related to military service. The new leave entitlements are:

A. **Qualifying Exigency Leave** - Eligible employees are entitled to up to 12 weeks of leave in a calendar year because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation. The qualifying exigencies for which employees can use FMLA leave are:

- A. Short-notice deployment
- B. Military events and related activities
- C. Childcare and school activities
- D. Financial and legal arrangements
- E. Counseling
- F. Rest and recuperation
- G. Post-deployment activities
- H. Additional activities not encompassed in the other categories, but agreed to by the employer and employee

B. **Military Caregiver Leave** - Eligible employees who are the spouse, parent, child, or next of kin of a service member who incurred a serious injury or illness on active duty in the Armed Forces may take up to 26 weeks of leave in a calendar year to care for the injured service member. Military

ARKANSAS SCHOOL FOR THE DEAF

Policy Type	Subject of Policy	Policy No.
Administrative	ASD Family and Medical Leave Policy	1002

Caregiver Leave is used in combination with regular FMLA leave.

3. Designation of Family and Medical Leave

- A. **Employee Notice** The employee’s notice to the employer may be verbal or written. The first time the employee requests leave, the employee is not required to specifically mention the FMLA. However, the employee is required to provide enough information for the employer to know that the leave may be covered by the FMLA, and when and how much leave the employee anticipates needing to take. If possible, the employee shall provide the employer with a completed Certification of Physician or Practitioner form 30 days prior to the date leave begins and make efforts to schedule leave so as not to disrupt agency/institution operations when the necessity for leave is foreseeable such as for the birth or adoption of a child or planned medical treatment. If circumstances require that leave begin in less than 30 days, the employee shall provide such notice as is practical. In cases of illness, the employee will be required to report periodically on his or her status and intention to return to work.

- B. **Employer Notice** If the agency has knowledge that an employee’s requested leave period is covered by FMLA, it is the responsibility of the agency to notify the employee that they have been placed on FMLA leave. The employer must determine whether leave will be counted within 5 business days of the time the employee gives notice of the need for leave, or if the employer does not initially have sufficient information to make a determination, at the point this information become available. Each time employers are required to provide the eligibility notice, they must also provide employees with a rights and responsibilities notice, notifying employees of their obligations concerning the use of FMLA leave and the consequences of failing to meet those obligations. If the employer learns that the leave is for an FMLA purpose after leave has begun or within two days of the employee’s return to work, the entire or some portion of the leave period may be retroactively counted as FMLA. An employee desiring to have a leave period designated as FMLA and obtain FMLA protections for the absence must notify the employer within two business days of returning to work.

- C. **Substitution of Paid Leave** FMLA leave is unpaid. However, if an eligible employee has accrued, unused leave, the employee may choose to use, or employer may require the employee to substitute, such paid leave, including any paid catastrophic leave benefits, for any FMLA leave taken during the 12-week period, with the exception that an employee taking maternity leave is not required to substitute accrued, unused leave while on FMLA leave. Paid leave to handle personal and family medical needs is currently available under existing sick, annual, and catastrophic leave policies.

4. FMLA may be taken "intermittently or on a reduced leave schedule" under certain circumstances.

- A. Leave may be taken on an intermittent or a reduced leave (part-time) schedule so long as this does not result in a reduction in the total amount of leave to which the employee is entitled.

ARKANSAS SCHOOL FOR THE DEAF

Policy Type

Subject of Policy

Policy No.

Administrative

ASD Family and Medical Leave Policy

1002

Only the amount of leave actually taken may be counted toward the 12 weeks of leave to which an employee is entitled. For example, if an employee who normally works five days a week takes off one day, the employee would use 1/5 of a week of FMLA Leave

- B. Leave may be taken intermittently when medically necessary. If an employee requests intermittent leave that is foreseeable based on planned medical treatment, the employer may require such employee to transfer temporarily to an available alternative position with equivalent pay and benefits, but which better accommodates recurring periods of leave.
- C. When leave is taken after the birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the employer agrees. Such a schedule reduction might occur where an employee, with the employer's agreement, works part-time after the birth of a child, or takes leave in several segments.

The employer's agreement is not required for leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

- D. An expectant mother may take FMLA leave before the birth of the child for prenatal care or if her condition makes her unable to work.
- E. An employee may request leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be required to attend counseling sessions, appear in court, consult with his or her attorney or doctor(s) representing the birth parent, or submit to a physical examination.
- F. An employee may request intermittent or reduced leave schedule to care for a family member in situations where the family member's condition itself is intermittent or where the employee may be needed to share care responsibilities with another party or to make arrangements for changes in care, such as transfer to a nursing home.
- G. Intermittent leave may be taken for a serious health condition which requires treatment by a health care provider periodically, rather than for one continuous period of time.
- H. Intermittent or reduced schedule leave may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he/she does not receive treatment by a health care provider.

4. Eligibility

- A. To be eligible for leave under this policy an employee must have been employed by the state for at least twelve (12) months and must have worked at least 1250 hours during the twelve-month period preceding the commencement of the leave. The twelve (12) months is not required to be consecutive.

ARKANSAS SCHOOL FOR THE DEAF

- B. Spouses who are both employed by the state are entitled to a total of twelve weeks of leave (rather than twelve weeks each) for the birth or adoption of a child or for the care of a sick parent. However, each spouse would be entitled to twelve (12) weeks for their own serious health condition or the care of a child or spouse.

Each employee is entitled to FMLA for the care of his/her own parent only. Nevertheless, the husband and wife are limited to a combined total of 12 weeks for this purpose regardless of which parent or the number of parents involved.

- C. **CERTIFICATION:** A request for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent must be supported by a certificate issued by a health care provider. The certificate must contain the following information:
1. The date on which the serious health condition commenced.
 2. The probable duration of the condition.
 3. The appropriate medical facts within the knowledge of the health care provider regarding the condition.
 4. If the leave is to care for a family member, the certificate must contain a statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time required.
 5. If the leave is due to the employee's illness, a statement that the employee is unable to perform the functions of the position must be included.

The employer must allow the employee at least 15 calendar days to obtain the medical certification.

Confidentiality If an employee submits a complete certification signed by a health care provider, the employee's supervisor may not request additional information from the employee's health care provider. However, a human resource professional representing the employer may contact the employee's health care provider, with the employee's permission, for purposes of clarification and authenticity of the medical certification.

Second Medical Certification If there is reason to doubt the validity of a medical certification, the agency/institution may require a second opinion from a health care provider designated or approved by the agency/institution so long as that provider is not employed by the state on a regular basis.

Third Medical Certification If that opinion differs, the opinion of a third health care provider jointly approved by the agency/institution and employee may be solicited. That opinion shall be final and binding. The opinions of both the second and third health care providers shall be obtained at the agency/institutions expense.

The employer and the employee must each act in good faith to attempt to reach agreement on whom to select for the third health care provider. If the employer does not attempt in "good faith" to reach agreement, the employer will be bound by the first certification. If the employee does not attempt in "good faith" to reach agreement, the employee will be bound by the second certification.

ARKANSAS SCHOOL FOR THE DEAF

Policy Type	Subject of Policy	Policy No.
Administrative	ASD Family and Medical Leave Policy	1002

- D. The employee shall provide the agency/institution with a completed Certification of Physician or Practitioner form thirty (30) days prior to the date leave begins and make efforts to schedule leave so as not to disrupt agency/institution operations when the necessity for leave is foreseeable such as for the birth or adoption of a child or planned medical treatment. If circumstances require that leave begin in less than 30 days, the employee shall provide such notice as is practical. In cases of illness, the employee will be required to report periodically on his or her leave status and intention to return to work.
- E. The approving agency director or institution head may require that the employee obtain subsequent recertification on a reasonable basis, but not more often than every thirty (30) days if:
1. The employee requests an extension of leave
 2. The circumstances described by the previous certification have changed significantly, or
 3. The employer receives information that causes it to doubt the employee's stated reason for the absence of the continuing validity of the existing medical certification.
- F. Medical information gathered as a result of the serious health condition is considered confidential.

5. Employment and Benefits Protection

- A. Upon return from Family and Medical Leave an employee shall be entitled to be restored to (a) the position formerly occupied or (b) an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. However, no seniority or employment benefits shall be accrued during the period of leave. The employee is not entitled to any right, benefit, or position of employment other than any right, benefit or position to which the employee would have been entitled had the employee not taken leave.
- B. Apart from the paid leave actually used during the Family or Medical Leave period, the taking of leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, no seniority or employment benefits shall be accrued during the period of leave. The employee is not entitled to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave.
- C. The agency/institution shall maintain benefits coverage for the employee under its group health plan at the same level and under the conditions coverage would have been provided if the employee had continued in employment. The agency/institution shall continue to pay the "employer matching" portion of the health insurance premium and the employee will pay the employee's portion if such was the arrangement prior to leave. If the agency/institution paid the full premium it must continue to do so.

An employee may choose not to retain health coverage during leave. However, when the employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.

The agency/institution's obligation to maintain health insurance coverage stops if and when an employee informs the employer of an intent not to return to work at the end of the leave period, or if

ARKANSAS SCHOOL FOR THE DEAF

Policy Type	Subject of Policy	Policy No.
Administrative	ASD Family and Medical Leave Policy	1002

the employee fails to return to work when the FMLA entitlement is exhausted. The employer’s obligation also stops if an employee’s premium payment is more than 30 days late. Written notice to the employee that the payment has not been received must be mailed at least 15 days before coverage is to cease.

The agency/institution may recover any payments made by the agency/institution to cover the employee’s share of the premium once the employee returns to work. An employer may recover its share of health plan premiums paid during unpaid FMLA if the employee fails to return to work unless the failure to return to work is due to a serious health condition or other circumstances beyond an employee’s control. If an employer has maintained other benefits such as life or disability insurance in order to meet its responsibilities to provide equivalent benefits to the employee upon return from FMLA leave, the employer is entitled to recover the costs incurred for paying the premium whether or not the employee returns to work.

6. Definitions

A. **SERIOUS HEALTH CONDITION** means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care: Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility.
2. Continuing treatment by a health care provider: Any period of incapacity of more than three consecutive calendar days, that also involves continuing treatment as follows:
 - a. Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g. physical therapist) under orders of, or on referral by, a health care provider; or
 - b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under supervision of a health care provider. A regimen of continuing treatment includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. It does not include the taking of over-the-counter medications or other similar activities that can be initiated without a visit to a health care provider.
3. Any period of incapacity due to pregnancy or for prenatal care.
4. Treatment for a chronic health condition that 1) requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider, 2) continues over an extended period of time (including recurring episodes of a single underlying condition), and 3) may cause episodic rather than a continuing period of incapacity (asthma, diabetes, epilepsy, etc.).
5. A period of incapacity which is permanent or long-term due to a condition for which treatment

ARKANSAS SCHOOL FOR THE DEAF

Policy Type	Subject of Policy	Policy No.
Administrative	ASD Family and Medical Leave Policy	1002

may not be effective: The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, severe stroke or the terminal stages of a disease.

6. Multiple treatments for non-chronic conditions:

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition such as cancer, severe arthritis, or kidney disease that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

7. Continuing supervision of, but not necessarily active treatment by, a health care provider due to a serious long-term or chronic condition or disability which cannot be cured.

NOTE: The FMLA only allows leave for substance abuse in order to undergo treatment by a health care provider and specifically excludes employee absence because of the use of the substance. Stress qualifies as a serious health condition only if it rises to the level of a mental illness or results in a physical illness.

B. PERIOD OF INCAPACITY means a period of time when an employee or family member is unable to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery there from.

C. TREATMENT, for purposes of FMLA, includes examinations to determine if a serious health condition exists and evaluations of the condition, but does not include routine physical examinations, eye examinations, or dental examinations.

D. HEALTH CARE PROVIDER is defined as a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or any other person determined by the United States Department of Labor to be capable of providing health care services. Included in the second part of that definition are podiatrists, dentists, clinical psychologists, clinical social workers, optometrists and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated to exist by x-ray), nurse practitioners and nurse- midwives and Christian Science Practitioners.

E. SPOUSE: Determined by applicable state law and U.S. Supreme Court decisions.

F. PARENT: The biological, adoptive, step or foster parent of an employee, or an individual who stands or who stood in loco parentis to an employee, when the employee was a son or daughter. It does not include parents- in-law.

G. IN LOCO PARENTIS: Those with day-to-day responsibilities to care for or financially support a child. Employees who have no biological or legal relationship with a child may, nonetheless, stand in loco

ARKANSAS SCHOOL FOR THE DEAF

parentis to the child and be entitled to FMLA leave. Similarly, an employee may take leave to care for someone who, although having no legal or biological relationship to the employee when the employee was a child, stood in loco parentis to the employee when the employee was a child, even if they have

Policy Type	Subject of Policy	Policy No.
Administrative	ASD Family and Medical Leave Policy	1002

no legal or biological relationship.

H. SON OR DAUGHTER means a biological, adopted, foster child, stepchild, legal ward or a child of a person standing in loco parentis.

1. Under eighteen (18) years of age; or
2. Eighteen (18) years of age or older and incapable of self-care because of mental or physical disability.

I. GROUP HEALTH PLAN: A plan (including a self-insured plan) of, or contributed to by, an employer (including a self-employed person) or employee organization to provide health care (directly or otherwise) to employees, former employees, the employer, or others associated or formerly associated with the employer in a business relationship, or their families.

The same group health plan benefits provided to the employee prior to taking FMLA leave must be maintained during the FMLA leave. For example, if family member coverage is provided to an employee, family member coverage must be maintained during the FMLA leave. Similarly, benefit coverage during FMLA leave for medical care, surgical care, hospital care, dental care, eye care, mental health counseling, substance abuse treatment, etc. must be maintained during leave if provided in an employer’s group health plan, including a supplement to a group health plan whether or not provided through a flexible spending account or other component of a cafeteria plan.

7. Family and Medical Leave Act Record Keeping Requirements

Employers must keep the following records for no less than three years and make them available for inspection, copying and transcription by Department of Labor representatives upon request (29 CFR 825.500 (c)):

- A. Basic payroll and identifying employee data, including name, address and occupation; rate or basis of pay in terms of compensation; daily and weekly hours worked per pay period (unless FLSA exempt); additions to or deductions from wages; and total compensation paid;
- B. Dates FMLA leave is taken.
- C. If FMLA leave is taken in increments of less than one full day, the hours of the leave.
- D. Copies of employee notices of leave furnished to the agency/institution, if in writing and copies of all general and specific notices given to employees as required under the FMLA and its regulations.
- E. Any documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leave.

ARKANSAS SCHOOL FOR THE DEAF

Policy Type	Subject of Policy	Policy No.
Administrative	ASD Family and Medical Leave Policy	1002

F. Premium payments of employee benefits.

G. Records of any dispute between the employer and the employee regarding designation of leave as FMLA leave including employer requests for second or third medical opinions.

H. Employer/employee agreement on work schedules during intermittent or reduced schedule leave.

Records and documents relating to medical certifications, recertifications or medical histories of employees or employees' family members, must be maintained in separate files and be treated as confidential medical records. The only persons who can obtain access to these confidential records are: (a) supervisors and managers who need to be informed of restrictions on the work or duties of an employee and necessary accommodations; (b) first aid and safety personnel if an employee's physical or medical condition might require emergency treatment; and (c) government officials investigating compliance with the FMLA (29 CFR 825.500(a)).

The general rule established by the statute is that the Department of Labor may only require an employer to submit its books or records for review once during any 12-month period. However, if the Department of Labor has reasonable cause to believe an employer has violated the FMLA or its regulations, or if the DOL is investigating an employee complaint, it may request or subpoena an employer's books or records at any time.

8. The Affect of Other Laws and Employer Practices on FMLA Employee Rights

A. State Law

Nothing in FMLA supersedes any provision of state or local law that provides greater family or medical leave rights than those provided by FMLA. For example, in Arkansas employees who take maternity leave have the option to reserve annual and sick leave balances and go directly on leave without pay. Even if the agency normally requires employees to use their leave balances during FMLA leave, they must follow state law with regard to maternity leave.

B. Americans With Disabilities Act (ADA)

ADA's "disability" and FMLA "serious health condition" are different concepts and must be analyzed separately. FMLA entitles eligible employees to 12 weeks of leave in any 12-month period, whereas the ADA allows an indeterminate amount of leave, barring undue hardship, as a reasonable accommodation. FMLA requires employers to maintain employees group health plan coverage during FMLA leave on the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period, whereas ADA does not require maintenance of health insurance unless other employees receive health insurance during leave under the same circumstances.

In cases where the two laws interact, i.e. the employee is eligible under both; the employer should provide the greater right to the employee. A disabled employee may be entitled to continuous, reduced schedule, or intermittent leave as "reasonable accommodation", and that leave may also be counted as FMLA. Since

ARKANSAS SCHOOL FOR THE DEAF

Policy Type	Subject of Policy	Policy No.
Administrative	ASD Family and Medical Leave Policy	1002

FMLA requires insurance coverage the disabled employee would receive health insurance during the 12-week FMLA eligibility period even though that is not an ADA requirement.

FMLA requires reinstatement to the same or equivalent position. If the employee were unable to perform the essential functions of that equivalent position even with reasonable accommodation, because of a disability, the ADA may require the employer to make a reasonable accommodation at that time by allowing the employee to work part-time or by reassigning the employee to a vacant position, barring undue hardship.

C. Workers' Compensation

Workers' Compensation absence and FMLA leave may run concurrently (subject to proper notice and designation by the employer). Under Workers' Compensation the agency/institution may offer a medically certified employee a "light duty" position. Under FMLA the employee is permitted, but not required, to accept the position. Thus, it is possible that the worker will no longer qualify for Workers' Compensation but is still entitled to FMLA.

D. Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)

An employer's obligation under FMLA ceases and a COBRA qualifying event may occur when and if 1) the employment relationship would have terminated if the employee had not taken FMLA (i.e. his/her position eliminated due to Reduction in Force and no transfer is available), 2) an employee informs the employer of his or her intent not to return from leave (which may be before the leave starts), or the employee fails to return from leave after exhausting his or her FMLA entitlement.

E. Employee Retirement Security Act (ERISA)

There is no requirement that unpaid FMLA leave be counted as additional service for eligibility, vesting, or benefit accrual purposes. However, the final regulations clarify that if a plan requires an employee to be employed on a specific date in order to be credited with a year of service for participation, vesting, or contribution purposes, an employee on FMLA leave is deemed to have been employed on that date. Previously, employees were required to return to work in order to receive the year of service.

9. IMPLEMENTATION AND MODIFICATION

The Personnel Office shall have primary responsibility for the implementation of this policy and shall propose and coordinate any modifications to this policy. Any questions regarding this ASD Family and Medical Leave Policy 1002 should be addressed to:

Arkansas School for the Deaf
Personnel Office
2606 West Markham
Little Rock, AR 72205

Telephone: (501) 603-3528 (v/tty)

ARKANSAS SCHOOL FOR THE DEAF

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	ASD Family and Medical Leave Policy	1002

APPROVED:

Superintendent, Arkansas School for the Deaf

Date

Chairman, Arkansas School for the Deaf Board of Trustees

Date

ARKANSAS SCHOOL FOR THE DEAF

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	ASD Family and Medical Leave Policy	1002

ARKANSAS SCHOOL FOR THE DEAF

FAMILY AND MEDICAL LEAVE POLICY

PROCEDURAL GUIDELINES

1. Designation of Family and Medical Leave Act (FMLA) Leave

A. Employee Request

1. Employees must notify their supervisor as soon as they are aware of the need to take FMLA leave. Thirty (30) days' notice shall be given when possible. Requests for FMLA leave will be submitted using form OPM– Request for Family and Medical Leave. An effort should be made to schedule leave in a manner that will be least disruptive to the school's operations.
2. Employees must complete an Employee Leave Request through EASE and indicate any leave to be designated as FMLA leave.

B. Employee Responsibilities

1. Employees must provide medical certification to support the need for FMLA leave using the Certificate of Health Care Provider.
2. At least once every thirty (30) days employees must report their status and when they anticipate returning to work.

C. Supervisor/Manager Designation

1. Supervisors must notify Human Resources immediately when notified by their employee of the need to be off work five or more days due to a medical issue for themselves or a family member.
2. Supervisors should notify Human Resources if they observe a pattern of leave usage.
3. Supervisors are not to make the determination of whether or not the employee's situation requires FMLA protection.

ARKANSAS SCHOOL FOR THE DEAF

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	ASD Family and Medical Leave Policy	1002

2. Completion of Forms

A. Request for Family and Medical Leave Form

1. This form must be completed in advance of leave request whenever possible.
2. If an employee desiring to retroactively designate leave as FMLA leave must complete the form within two (2) business days of returning to work.

B. Employee Leave Request

Employee leave should be entered through EASE and designated .

C. Certificate of Health Care Provider

1. The Certificate of Health Care Provider must be submitted when requested by supervisor/manager. To the extent possible the employee must submit the certificate thirty (30) days prior to leave.
2. The Certificate of Health Care Provider must be completed and submitted to the Personnel Office when recertifications are required.

3. Insurance Coverage

A. Arkansas School for the Deaf (Agency) Obligation

- a. The agency shall maintain benefits coverage for the employee under its group health plan at the same level and under the conditions coverage would have been provided if the employee had continued in employment. The agency shall continue to pay the “employer matching” portion of the health insurance premium and the employee will pay the employee’s portion if such was the arrangement prior to the FMLA leave. If the agency paid the full premium it must continue to do so.
- b. The agency’s obligation to maintain health insurance coverage ceases under FMLA if an employee’s premium payment is more than thirty (30) days late. Written notice to the employee that the payment has not been received must be mailed at least fifteen (15) days before coverage is to cease.
- c. The agency may recover from the employee any payments made by the agency to cover the employee’s share of the premium once the employee returns to work. The

ARKANSAS SCHOOL FOR THE DEAF

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	ASD Family and Medical Leave Policy	1002

Agency may recover its share of health plan premiums paid during unpaid FMLA leave if the employee fails to return to work, unless the failure to return to work is due to a serious health condition or other circumstances beyond an employee's control. If the agency has maintained other benefits such as life or disability insurance in order to meet its responsibilities to provide equivalent benefits to the employee upon return from FMLA leave, the agency is entitled to recover the costs incurred for paying the premium whether or not the employee returns to work.

B. Employee Obligation

1. An employee may choose not to retain health coverage during leave. However, when the employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave, without any requalifying period, physical examination, or exclusion of pre-existing conditions.
2. If the employee chooses to discontinue insurance while on leave no claims will be processed beginning with the effective date of the discontinuation.

4. Record Keeping

- A. The annual period for FMLA begins on January 1 and ends December 31.
- B. All records are to be kept for a minimum of three (3) years. These must be made available for inspections by the Department of Labor.
- C. A separate file is to be kept for FMLA requests. Files are to be regarded as confidential medical records.
- D. The number of days/weeks used as FMLA leave are to be maintained and tracked. Note: FMLA leave can be used intermittently and also runs concurrently with other leave used.