

## Cumberland Heights

### 602 FAMILY or MEDICAL LEAVE

Family or Medical leave without pay is available to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to the birth or adoption of a child, or the illness of a child, spouse, or parent, or for care of employee's own illness.

Employees may request Family or Medical leave only after having completed twelve (12) months and at least 1,250 hours of service. Eligible employees may request up to twelve (12) weeks of unpaid Family or Medical leave over any twelve (12) month period (period measured forward from date of first leave and any Family or Medical leave used in twelve month period prior to a subsequent request for Family or Medical leave will be deducted from the twelve weeks of the current leave). Family or Medical leave will run concurrently with any accrued sick or vacation time as long as the leave qualifies for FMLA. Employees will be required to use all accrued sick and vacation time. The employee will be required to provide reasonable prior notice of the need for Family or Medical leave whenever possible. An effort should be made to schedule leave so as not to unduly disrupt regular business.

Subject to the terms, conditions, and limitations of the applicable plans, Cumberland Heights will continue to provide pre-existing health insurance benefits during approved Family or Medical leave; however, that portion of the premium paid by the employee prior to the leave must be paid to Cumberland Heights during the leave. If, during leave, an employee decides not to return to work, Cumberland Heights has the right to charge the employee for the amount of insurance paid for the employee during the leave, unless that return is made impossible by the continuation, recurrence or onset of a serious health condition, for which verification will be required. Benefit accruals (e.g. vacation, sick leave, holiday) will be suspended during the leave and will resume upon return to active employment.

Married couples will be restricted to a combined total of twelve (12) weeks leave per year for the birth, adoption, or foster care of a child, as well as for the care of a sick parent. Each spouse, however, can receive twelve (12) weeks a year to care for his/her own illness or the illness of a child or spouse.

Verification from a health care provider will be required regarding the need for medical leave. Verification will also be required from a health care provider if an employee is needed to care for a sick family member. If the employer has any

reason to doubt the verification provided, it may request, at its own expense, a second or even third medical opinion with the third opinion holding as final and binding.

When Family or Medical leave ends, if the employee returns within the twelve week period, the employee will return to his or her previous position, or to an equivalent position with equal pay and benefits.

However, an employee returning from such leave has no greater right of reinstatement than the employee would have had, if the employee had not taken leave.