

**AMERICAN LIVRARY ASSOCIATION
PERSONNEL POLICY MANUAL**




Item Number: 306.1

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FAMILY AND MEDICAL LEAVE POLICY

Revised 4/21/97

Pursuant to the Family and Medical Leave Act ("FMLA"), employees who have worked for ALA for at least one year, and for 1,250 hours over the previous 12 months, shall be entitled to up to 12 weeks of unpaid, job-protected leave during any 12 month period, measured backward from the date the employee uses any FMLA leave, for any of the following reasons:

-  to care for the employee's child after birth, or placement for adoption or foster care of a child with the employee;
-  to care for the employee's spouse, child or parent, who has a serious health condition; or
-  for a serious health condition that makes the employee unable to perform the employee's job.

The employee must substitute all earned paid time off (i.e. sick leave or vacation) for the unpaid leave until the earned paid time off is exhausted. No additional benefits are earned during the leave. Insurance coverage (subject to the employee's required contribution) is maintained during the leave.

The employee must provide 30 days advance notice when the leave is foreseeable, and ALA may require status updates. The following also may be required to support a request for leave because of a serious health condition: medical certification; second or third opinions (at ALA's expense); and medical permission to return to work. Taking of leave or return to work may be denied if these requirements are not met.

Upon returning from FMLA leave, most employees shall be returned to their original or equivalent positions with equivalent pay, benefits and other employment terms. Certain key employees may not be entitled to such restoration. Such employees shall be notified by ALA of this possibility as soon as is practicable after the request for leave or the commencement of the leave.