



**Wesley Woods Senior Living, Inc.**

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**SUBJECT:** Medical Non-FMLA Leave

**THIS POLICY**

Policy Number: 410

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**NEW POLICY**

Effective Date: 09/01/2006

**Statement:**

Regular employees who work at least 20 hours per workweek are eligible to request a medical leave of absence for a serious health condition, which renders them unable to perform the essential functions of their jobs, with or without a reasonable accommodation. This policy applies to those employees who are not FMLA eligible as well as other employees who have exhausted their FMLA leave. Employees with less than 12 months of service are eligible for this type of leave.

**Leave Requests & Documentation:**

An employee must submit a written request for a medical leave to his/her department management as soon as practicable, but no more than 10 business days after an absence from work commences. Requests must be accompanied by certification from a health care provider and must contain the following information:

- The date on which the serious health condition began.
- The probable duration of the leave.
- A statement that the employee is unable to perform the essential functions of his/her job, with or without a reasonable accommodation.

When an employee is unable to request leave or to provide medical confirmation, his/her department management should request assistance from Human Resources.

A statement from a health care provider verifying the current status of an employee's serious health condition may be required at any time during a medical leave.

Before an employee may return to work from a medical leave, the employee must present certification from a health care provider that he/she is able to return to work and resume his/her essential job functions, with or without a reasonable accommodation.

The employee has the responsibility to update his/her manager on his/her medical status at least once every thirty days, to continue their leave and their employment relationship with Wesley Woods Senior Living.

**Duration:**

Medical leave shall be granted in increments set forth in the statement from the employee's health care provider. Requests for extensions must normally be submitted to the appropriate department management at least ten (10) business days, if possible, before the expiration date of the leave and must be accompanied by certification from a health care provider that the employee continues to be unable to return to work. If ten (10) business days notice is not possible, as much notice as possible should be provided. Each request for an extension of medical leave will be assessed individually, based on the operational needs of the department.

Medical leave under this policy is to run concurrently with any FMLA leave granted and will not exceed twelve (12) months in duration. Subject to the exceptions below, the employment of any employee who fails to return to work as scheduled at the end of a medical leave or who exceeds the twelve (12) month maximum leave will be terminated. Any commencement of a subsequent medical leave that occurs within 90 days after an employee returns to work following an initial approved medical leave will be considered a relapse and will be counted toward the initial twelve-month maximum leave duration. Relapses do not result in the availability of a new twelve-month leave period.

This policy does not apply to work-related injuries. Refer to Wesley Wood's Workers' Compensation Policy for specific guidelines related to time-off due to work-related injury.

**Reinstatement To Position:**

Wesley Woods Senior Living will determine at the time of eligibility to return to work, if an employee may or may not be reinstated to the same or an equivalent position. Employees must apply for available positions for which they are qualified and interested, when ready to return to work. If the employee has not obtained a position upon his/her release to return to work, the employee's employment ends.

**Use of Paid Leave:**

Employees who are granted a medical leave under this policy must use all available paid leave balances, as explained in the following paragraph, beginning with the effective date of the medical leave. If an employee exhausts all applicable paid leave balances, the employee's medical leave will become without pay. Medical leave under this policy runs concurrently with all such paid leaves.

Wesley Woods Senior Living employees must use accrued paid leave as follows: Employees must first use twenty-four (24) hours of accrued comprehensive leave and then extended illness leave. Once extended illness leave is exhausted, the employee must then use comprehensive leave.

Exception: Employees with workers' compensation injuries are not required to first use twenty-four (24) hours of comprehensive leave. Refer to the Wesley Woods' Workers' Compensation Policy for specific guidelines regarding use of extended illness leave.

**Benefits:**

Eligible employees can continue their employee health, dental, vision, short term disability, life and personal accident benefit coverage at the regular employee premium rates during the medical leave.

No contributions may be made to the Retirement Plans by the employee or on behalf of the employee while on medical leave without pay. Further, employees are not eligible to accrue paid leave during periods of medical leave without pay.

**Administrative Procedures:**

A Personnel Action Form (PAF) must be submitted by departments to Human Resources for employees granted medical leave with pay. If an employee exhausts his/her appropriate paid leave benefits, a new PAF must be submitted to Human Resources changing the employee's leave to unpaid medical leave. The processing of the PAF provides a notice to benefits for the employee's short term disability (STD) insurance and benefits billing to maintain continued benefits while in the unpaid leave status, if applicable.

Wesley Woods Senior Living will comply with the requirements of the Americans with Disabilities Act. Disabled employees who return to work following a medical leave should request reasonable accommodation where necessary to perform essential job functions.