

Medical Leave (non-FMLA) Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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I. Policy: Medical Leave (non-FMLA)

It is our policy that SJA may accommodate a Medical Leave (non-FMLA) for reasons including but are not limited to: conditions such as pregnancy, childbirth, or other serious related medical conditions.

II. Procedures:

- A. Even if employees do not qualify for or have exhausted FMLA leave, SJA understands that they may need time off when they incur an illness or injury to themselves and may provide unpaid time off in these situations. This type of leave also covers such medical conditions as pregnancy, childbirth, or other serious or related medical conditions.
- B. All requests for medical leave must be submitted to Human Resources (in writing) as soon as possible, generally at least 30 days in advance for foreseeable circumstances. The leave request must specify the start and anticipated end date of such leave and include written certification from their treating physician. The length of time for a medical leave (non-FMLA) is up to 30 days and must be approved by the President/CEO and Human Resources. Any additional time off for the leave must be requested in writing and supported by written certification from the treating physician. This extension must also be approved by the employees Supervisor; however, it cannot be guaranteed.
- C. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will continue for medical leaves not exceeding 30 days. Should the leave need to extend beyond 30 days, employees will be responsible for the full costs of these benefits if they wish to continue them through COBRA.
- D. When a medical leave ends, SJA will make every reasonable effort to return employees to the same or a similar position for which they are qualified. However, such assignments cannot be guaranteed. If employees fail to report to work promptly after the approved leave has expired, SJA will assume they have resigned effective the date the leave commenced.
- E. Contact the Director of Human Resources for more details.
- F. The President/CEO reserves all rights.

Approved by:



President/CEO

Date

