

Employee's Serious Health Condition Instructional Staff *

Example A: Employee is eligible for extended sick time, and qualifies for FMLA

FMLA	
Usage	

Absences for an FMLA qualifying event will be counted toward the employee's 12 weeks of FMLA eligibility from the beginning of the employee's absence.

Paid / Unpaid Time Away From Work

Short-Term	Extended Sick	Vacation	Unpaid FMLA	Unpaid Medical
Sick Balance	Time	Balance	Leave	Leave
See Note 1				

Example B: Employee is not eligible for extended sick time, and qualifies for FMLA

FMLA Usage Absences for an FMLA qualifying event will be counted toward the employee's 12 weeks of FMLA eligibility from the beginning of the employee's absence.

Paid/Unpaid Time Away From Work

Short-Term Sick Balance	Vacation Balance	Unpaid FMLA Leave	Unpaid Medical Leave
See Note 1			See Note 2

Example C: Employee is not eligible for extended sick time, and does not qualify for FMLA

Paid/Unpaid Time Away From Work

Short-Term Sick Balance	Vacation Balance	Unpaid Medical Leave
See Note 1		See Note 2

Notes:

- 1. Consistent with unit practices, acceptable supporting documentation provided to the University that confirms the employee is medically unable to work, and noting restrictions, if any
- 2. Begins when the employee's FMLA leave entitlement ends, or, when the employee is not eligible for FMLA when benefits of the Sick Leave Plan Academic Appointments are fully exhausted. Length of time an employee may be off work is governed by terms of the Unpaid Leaves of Absence (Instructional) SPG.
- * The applicable collective bargaining agreement should be referenced for employees covered by a collective bargaining agreement (AFSCME, GEO, IUOE, LEO, MNA, POAM, Trades, etc.).