Ingleside Animal Hospital

Military Leave of Absence

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify the Hospital of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible.

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## Bereavement Leave

In the event of a death in the immediate family of employee or employee’s spouse, Ingleside Animal Hospital will provide up to two (2) days, sixteen (16) paid hours, of leave with pay. The immediate family will include grandparents, parents, siblings, spouse and children. Additional time off (unpaid or by using vacation or sick) may be granted at the discretion of the Hospital Administrator.

## Family and Medical Leave Act

Eligible employees may take up to twelve (12) workweeks of unpaid, job-protected leave under the Family and Medical Leave Act (“FMLA”) in a twelve (12) month period for specified family and medical reasons.

Employee Eligibility

To be eligible for FMLA leave, you must:

1. Have worked at least twelve (12) months for the Hospital/Clinic;

2. Have worked at least 1,250 hours for the Hospital/Clinic over the preceding twelve (12) months; and

3. Work at a location where there are at least 50 employees within 75 miles.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. Birth of a child, or to care for a newly-born child;

2. Placement of a child with the employee for adoption or foster care;

3. To care for an immediate family member (spouse, child, or employee’s parent) with a serious health condition; or

4. Because of the employee’s serious health condition which makes the employee unable to perform the functions of the employee’s job.

Duration of Leave

Eligible employees may receive up to twelve (12) workweeks of unpaid leave during any “rolling” twelve (12) month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement.

You may take FMLA leave intermittently, or by reducing your normal weekly or daily work schedule, when medically necessary for your own or immediate family member’s serious health condition. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent leave or reduced-schedule leave must try to schedule their leave so that it will not disrupt the Hospital/Clinic’s operations.

Benefits During Leave

Depending on the purpose of your leave request, you may choose (or the Hospital/Clinic may require you) to use accrued paid leave, if available, concurrently with some or all of the FMLA leave. In addition, you will not be eligible to accrue seniority or benefits, including vacation and holidays, during any period of an FMLA leave.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Hospital/Clinic will maintain coverage under the plan during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Hospital/Clinic may recover premiums it paid to maintain health coverage or other benefits for an employee and family.

Job Restoration

Upon returning from FMLA leave, you will normally be restored to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Notice and Medical Certification

When seeking FMLA leave, you must provide:

**1.** Thirty (30) days’ advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable leave;

**2.** Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within fifteen (15) days of the Hospital/Clinic’s request to provide the certification. If you fail to do so, we may delay the commencement of your leave or withdraw any designation of FMLA leave, in which case your leave of absence would be unauthorized, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic recertification may also be required;

**3.** Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and

**4.** Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the twelve (12) week FMLA entitlement may be subject to termination of employment.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_