

**NOTICE TO PART-TIME REGULAR EMPLOYEES AND ADJUNCT FACULTY
WHO ARE ABSENT DUE TO FAMILY MEDICAL LEAVE, WORKERS'
COMPENSATION OR UNPAID LEAVE OF ABSENCE**

Family Medical Leave Act (FMLA)

- Part-time regular employees and adjunct faculty who are absent from work due to personal illness or serious illness of spouse, parent or dependent child, for more than 5 consecutive days should contact your applicable benefits specialist, to discuss eligibility for Family Medical Leave Act (FMLA). If eligible for FMLA, an employee's job and benefits (if applicable) are protected for up to 12 weeks each fiscal year. To be eligible for FMLA, an employee must have worked at JCCC for one year and minimum of 1250 hours during the year prior to the absence.

- Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

- If an employee is eligible for FMLA, time charged to accrued leave or Workers' Compensation will automatically run concurrently with and satisfy up to the 12 weeks of FMLA eligibility.

Other:

- If an employee is absent for a period of more than five consecutive work days and has not previously provided FMLA documentation then, at the Human Resources Department's discretion, the employee can be required to provide written information from their doctor explaining the reason for the absence and the expected duration of the leave. In addition, the employee will be required to provide a written release from the physician before returning to work.

Unpaid Leave of Absence:

- If a part-time regular employee or adjunct faculty member is not eligible for FMLA, is not covered under Workers' Compensation and does not have sufficient accrued leave to cover a leave of absence due to illness, an employee may request, in writing, an unpaid leave of absence asking that their job be "held open" until a release to return to work is obtained. Approval of this request will be at the discretion of JCCC. If approved, an employee must use any outstanding part-time annual leave before going on leave without pay. This written request for unpaid leave requires the approval of the supervisor and branch administrator and may or may not be approved.

Workers' Compensation:

- Absences due to on-the-job injuries/illnesses are governed by the Workers' Compensation laws/processes at the direction of Tom Clayton, Director, Insurance and Risk Management, extension 2508, GEB 161.

Note: Eligibility for Short-Term Disability, Workers' Compensation, accrued leave or leave without pay will be discussed individually with each employee based upon their circumstances.

Return to Work:

- Return to Work Releases: If a part-time employee is absent due to FMLA and has been released to return to work, the employee is asked to have the provider fax a written release to (913) 469-4487, attention HR/Benefits Department. The employee may also mail or have someone deliver the written work release to Human Resources and we will notify the employee's supervisor and coordinate the employee's return to work.

Employees are asked NOT to return to work until Human Resources has received the written work release from the physician. Returning to work without a release and/or HR coordination with the employee's supervisor may result in the employee being sent home from work and a delay in the employee's return to work.

Due to privacy concerns, employees are instructed NOT TO GIVE A WRITTEN WORK RELEASE TO SUPERVISORS. The work release should be sent to The Office of Human Resources, GEB 274, Box 46. Employees can also have their doctor's office fax a release to the Human Resources department; at (913) 469-4487. We ask that the release be received in Human Resources at least two days prior to an employee's return to work.

Employees are asked to have providers include the following on written work releases:

(Name of employee) is released to return to work on (date) with no restrictions.

Or

(Name of employee) is released to return to work on (date) with the following restrictions: [the provider should list the specific, detailed restrictions including the end date of the restrictions, if known]. If the provider does not specify an end date to the restrictions, employees will need to get another note when the restrictions are fully released.

Upon receipt of the release stating restrictions and prior to an employee's return to work, HR will check with the employee's supervisor to see if he/she can accommodate the employee's restrictions. If the restrictions cannot be accommodated, the employee will be required to remain off work until they have a full release or a release with restrictions that can be accommodated.

Releases for pregnancies are not required unless an employee is asking to return to work prior to six (6) weeks from the birth of the baby or there are other specific circumstances.

Work releases resulting from Workers' Compensation injuries/illnesses are provided/governed by the Workers' Compensation laws/processes under the direction of the Director of Insurance and Risk Management.

Effect on Benefits:

- Part-Time Annual Leave (PAL): Employee's will **not** accrue PAL during any month they do not receive a paycheck on the first pay period of that month.

