Medical Leave Request Form - Full Time Employees

Name: ___________________________ Department: ___________________________

Medical Leave of Absence (MLA):
The Society of the Four Arts, as a small employer, is not subject to the Family and Medical Leave Act (FMLA). However, as an added discretionary benefit, the Society offers Medical Leave of Absence ("MLA") in the form of 1) Block Leave or 2) Intermittent Leave. There is a Benefit portion of MLA and a Non-Benefit portion of MLA. The Benefit portion of MLA is defined as the paid time that the employer contributes; the Non-Benefit portion of MLA is defined as the time that the employee contributes which comes from the employee’s accrued vacation, accrued sick time, or if during the summer, the summer flex day(s) (see examples and schedule below). The Non-Benefit portion of MLA must be taken first and if the employee does not have enough accrued vacation or sick time, the employee may not receive some pay during this Non-Benefit timeframe. Also, if the employee has existing accrued vacation and accrued sick time on the books to cover the Non-Benefit MLA, they must use this time. In other words, if the balances are available the employee must be paid using the required amount of accrued vacation and accrued sick time to cover the Non-Benefit MLA. Holidays or summer flex days will not extend the MLA timeframe. In other words, they are both absorbed in the MLA period that you choose (see estimated timeframe below). The Society of the Four Arts’ MLA plan is not a job protected benefit. MLA is not to be used for temporary, non-serious sick days such as for colds, etc. Employees may take MLA in the following circumstances below and only with medical certification supporting the need for such leave. The certification shall be from their health care provider or health care provider of their covered family member. These are the scenarios that qualify for MLA:

- To care for a newborn child;
- Placement of a child for adoption or foster care;
- To care for a spouse, child, sibling, parent, or close relative of an Employee who requires such care because of a serious health condition; or
- Because the Employee has a serious health condition which renders him or her unable to perform his or her job.

Please read this entire form before choosing Block MLA or Intermittent MLA. You must complete all information below as well as include the medical certification and obtain the appropriate signatures. This choice is final and has to be approved by your supervisor and the president before it can begin.

BLOCK MLA TIMEFRAME: One 12 Week Block of MLA – Estimated Start Date (Non-Benefit Start Date) is ________________; Estimated End Date (Benefit End Date) is ________________.

INTERMITTENT MLA TIMEFRAME: 60 days of Intermittent MLA (over 6 consecutive months) – Estimated Start Date (Non-Benefit Start Date) is ________________; MLA End Date (Benefit End Date) is ________________.

- Estimated MLA Dates: Month One ________________
- Estimated MLA Dates: Month Two ________________
- Estimated MLA Dates: Month Three ________________
- Estimated MLA Dates: Month Four ________________
- Estimated MLA Dates: Month Five ________________
- Estimated MLA Dates: Month Six ________________

Examples of MLA:
Block Leave: An employee has worked for the Four Arts 6 years and goes on maternity leave during the summer. The employee has accrued 80 hours of vacation and 40 hours of sick time (a total of 3 weeks). The employee falls in the length of service category of 5-7 years with 6 weeks Benefit MLA and 6 weeks Non-Benefit MLA. Since Non-Benefit MLA must be recorded first, the employee has to contribute all 3 weeks of combined vacation and sick time. However, since the employee is going on MLA during the summer, their supervisor may allow them to bundle their summer flex days. This can only be done at the discretion of the supervisor. There are approximately, 15 summer flex days which equals 3 weeks. In this case, the employee was given permission to bundle flex days so they can apply another 3 weeks to the Non-Benefit MLA. In other words, the 2 weeks of accrued vacation time, the 1 week of accrued sick time, and the 3 weeks of bundled summer flex time are converted to 6 weeks of Non-Benefit MLA in order to pay the employee. The remaining six weeks that the employee is out will be paid under the Benefit MLA. Bundling Summer Flex days can only be done at the discretion of the supervisor.
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Summer Flex days can only be used if the block leave falls within the summer flex time period. Summer Flex Days cannot be used in advance. Block leave may not be extended by accrued vacation, sick, holiday or summer flex days.

Intermittent Leave: If the employee’s work schedule and the MLA reason to be out are not feasible under block leave, the employee may take up to 60 days of MLA on an intermittent basis up to the consecutive six month timeline outlined on page one. The MLA example for block leave is the same when applying accrued vacation and sick time (and summer flex time, if MLA is during the summer). MLA under the Intermittent Leave time may not be extended by accrued vacation, sick, holiday or summer flex days.

MLA Waiting Period: For both Block Leave and Intermittent Leave, the employee must wait 12 months before requesting MLA again. This 12 month waiting period starts after the last day that MLA was used. If using Intermittent MLA, the waiting period starts after the last day of the consecutive sixth month. Unused MLA cannot be carried forward.

Schedule of Non-Benefit & Benefit MLA While On Leave: In its discretion, the Society may also pay the employees according to the Benefit Schedule below if they have been granted a MLA absence. However, the Non-Benefit MLA portion must be applied first. To be paid for Non-Benefit MLA you must contribute from your existing accrued vacation, accrued sick time, and if your MLA falls during the summer, your summer flex day(s). If your MLA falls outside of the summer, you may not include future summer flex days to be paid under Non-Benefit MLA and you may not include future vacation and future sick time that you have not earned to be paid under Non-Benefit MLA.

Benefit MLA and Non-Benefit MLA will be awarded on the following basis (each week equals five days if using Intermittent MLA.) If your length of service increases during the MLA period you may jump up to the higher benefit. Circle one of the following:

- If length of service is < 1 year and after the 6 month probationary period, there is 1 week Benefit MLA; 11 weeks Non-Benefit MLA
- If length of service is >1 year and up to 2 years, there are 2 weeks Benefit MLA; 10 weeks Non-Benefit MLA
- If length of service is > 2 years and up to 5 years, there are 4 weeks Benefit MLA; 8 weeks Non-Benefit MLA
- If length of service is > 5 years and up to 7 years, there are 6 weeks Benefit MLA; 6 weeks Non-Benefit MLA
- If length of service is > 7 years up to 10 years, there are 8 weeks Benefit MLA; 4 weeks Non-Benefit MLA
- If length of service is > 10 years, there are 10 weeks Benefit MLA; 2 weeks Non-Benefit MLA

The MLA Benefit is NOT owed at separation of employment.

Notification: You are required to notify The Society of the Four Arts as soon as practicable when you learn of the need to use MLA. There is a firm end date depending on whether you choose block or intermittent leave. If the request for MLA is for your serious health condition, you may be required to provide a return-to-work certification. If such certification is not timely received, your return to work may be delayed until certification is provided. This is done for your safety and the safety of the people who you work with. Calling in “sick,” without providing the reasons for the needed MLA, will not be considered sufficient notice for MLA under this policy. Employees must respond to The Society of the Four Arts’ questions to determine if absences are potentially MLA-qualifying. If employees fail to explain the reasons for the requested MLA as well as fail to provide Medical Certification, the leave will be denied.

Initial Medical Certification: Employees requesting MLA must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family member. The employee must respond to the request for certification within (15) calendar days of being notified that he/she may be eligible for MLA. Failure to comply with the above mentioned requirements will result in denial of MLA or reinstatement from MLA, in which case the employee’s leave of absence may be unauthorized, subjecting the employee to discipline up to and including employment termination.

Incomplete Certifications: If an incomplete medical certification is received, The Society of the Four Arts will provide the employee with the opportunity to either have the health care provider correct the certification or provide a written release for
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The Society of the Four Arts to contact the health care provider directly. The employee will have seven (7) calendar days to resolve any deficiencies in the medical certification. If, after seven (7) calendar days the identified deficiencies have not been resolved, the request for leave will be denied.

Attendance: Employees may be subject to discipline up to and including employment termination if, during their leave, they engage in activities inconsistent with the stated purpose for the MLA. For example, employees may be prohibited from engaging in other employment during MLA. Misrepresentations or any act of dishonesty related to MLA will also be grounds for discipline, up to and including employment termination.

Workers Compensation: MLA and workers compensation will run concurrently.

Insurance: While you are on an approved medical leave of absence under this MLA Policy, you may continue to participate in the medical and/or dental plans for yourself and your covered dependents; however, you must pay your share of the medical premium. You must make arrangements with the Finance Director to make premium payments while on a medical leave of absence. If your MLA extends beyond the total MLA awarded, then the medical and/or dental plan insurance will terminate at the end of the calendar month in which your MLA leave terminates and you will be eligible for COBRA continuation coverage.

Return to Work: If you do not return from MLA on the date noted above or such other date approved by The Society of the Four Arts in writing, your employment with The Society of the Four Arts may be terminated.

American with Disabilities Act: The Society of the Four Arts is committed to complying with all applicable provisions of the American with Disabilities Act ("ADA"). Please see the Employee Handbook or notify Human Resources for information regarding accommodation requests.

**Employee Section: Reason for MLA**

____________________________

____________________________
Employee’s Signature

____________________________
Date

Medical Certification Attached (yes) (no)

**Supervisor Section:**

Approval ______________________

____________________________
Date

Supervisor agrees to record MLA on the employee’s time sheet for both: Non-Benefit MLA (Label the vacation, sick time, and if appropriate the summer flex day with an additional entry noting is as “Non-Benefit MLA”; Label the “Benefit MLA”)

Route Original to Finance Director (yes) (no)

**Finance Director Section:**

President’s Approval ______________________

____________________________
Date

Copy of Approved Form Routed back to Supervisor & Employee (yes) (no)

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