

TITLE: LEAVE POLICY

PURPOSE: To define short-term leave and long-term leave of absence benefits provided for employees of the University Health System (Health System). To define the relationship between leave and PTO benefits, the circumstances under which leave may occur, eligibility requirements, approval procedures and benefits associated with leave. To ensure compliance with the provisions of the Family & Medical Leave Act (FMLA), USERRA, National Defense Authorization Act of 2010 (NDAA), Americans with Disabilities (ADA) and other applicable state and federal regulations. This is a revised policy and supersedes policy dated 04/17/14. [Key Words: Family & Medical Leave Act, FMLA, Americans with Disabilities, ADA, Assigned Leave, Family Care Leave, Jury Duty, Leave of Absence, LOA, Medical Leave, Military Leave, Permitted Leave, Reserve Military Duty, Military Exigency Leave, Military Caregiver Leave, Voluntary Leave, Holidays.]

POLICY STATEMENT:

The Health System provides specific leave benefits that, when used in combination with PTO benefits, reasonably accommodate periods of necessary absence. Leave benefits will be established to meet family, medical and civic obligations, and respond to unusual operating conditions. Leave benefits, in combination with PTO, afford employees a reasonable measure of employment security and allow the Health System to retain valuable members of its health care team.

PHILOSOPHY STATEMENT:

The Health System recognizes that authorized leave from work is sometimes necessary to balance job responsibilities with major family, medical, and civic obligations. The Health System believes that leave time can serve to energize employees, enhances job satisfaction and retention, and contributes to the well-being of families and our community. These outcomes have a direct, positive

effect on the quality of services rendered to our patients. The value of leave benefits is optimized for the Health System and its employees when joint efforts are made to anticipate staffing requirements and leave needs, pre-plan leave time, conserve leave benefits, preserve employment, and ensure continuation of other benefits.

POLICY ELABORATION:

I. SHORT-TERM LEAVE

The Health System provides the following forms of short-term leave for absences that are not covered by Paid Time Off (PTO) benefit accruals:

Permitted Leave	Assigned Leave
Voluntary Leave	Jury Duty Leave
Reserve Duty Leave	

Permitted Leave and Voluntary Leave are provided to allow time off without pay. The Health System provides paid leave time for employees serving as a juror or military reservist. Assigned leave is initiated at the discretion of the Health System on a paid or unpaid basis. Short-term leave is administered through the daily time and attendance system.

A. Short-Term Leave Eligibility

1. Regular full-time employees (House Staff on the Health System payroll inclusive) are eligible for all categories of leave of absence.
2. Regular part-time employees are eligible for Voluntary Leave, pro-rated Jury Duty Leave and Assigned Leave.
3. Temporary employees are not eligible for short-term leave.

B. Permitted Leave

Up to 40 hours of Permitted Leave can be authorized during any 12-month period to allow time off without pay when no PTO or other short term leave benefit is available. Permitted Leave can be approved for full-time entry probation employees and full-time regular employees (36 hours or more) with no PTO balance. Permitted leave will be requested and administered as any other occurrence of planned or unplanned absence.

C. Voluntary Leave

Supervisors are authorized to call for volunteers and grant voluntary leave time, for non-exempt employees, to correct excess staffing levels. Up to 24 hours of Voluntary Leave may be granted to an employee within any week. Employees who wish to volunteer to take time off may be granted Voluntary Leave time without pay for a full or partial shift.

D. Jury Duty Leave

1. Regular full-time and part-time employees who are required to answer a jury call, or who are required to serve on the jury of any legal and recognized court of law, will receive full pay at the base rate, plus shift differential, for each regularly scheduled work day required to serve as a juror in addition to any pay provided by the court. PRN/STARS employees serving as a juror will be excused from work.
2. Jury duty is not considered work time. (Overtime rates will apply only if the actual work time exceeds forty hours in the work week.)
3. The jury duty summons must be presented to the employee's supervisor when the employee requests Jury Duty Leave and the jury duty earnings voucher must be

presented to the supervisor as proof that Jury duty was performed.

4. Employees should be removed from the work schedule on days they are in the service of a court, even if the hours of court service do not conflict with the scheduled hours for work for the day.
5. Employees summoned to appear in court for Health System business will be considered at work and paid accordingly.

E. Military Reserve Duty

1. Full-time regular employees (36 hours or more) are eligible for up to 15 days of Reserve Duty Leave with pay, at the base rate plus shift differential, in any federal fiscal year (October 1 through September 30).
2. The employee must present military orders to the immediate supervisor to provide adequate notice and arrange appropriate scheduling.
3. Employees scheduled for normal reserve duty (normally weekend scheduling) must present official orders in a timely manner to the immediate supervisor or an unplanned absence may be incurred. The employee will receive a schedule adjustment to include scheduled days off, any available paid time off (PTO) days and Permitted Leave without pay if no other alternative is available, or a combination thereof.

F. Assigned Leave

Employees may be assigned to leave status to facilitate a Health System investigation or other administrative proceeding. Assigned leave must be approved in advance by the Area

Administrator and the Vice President for Organizational Development. Assigned leave may not be authorized to provide or extend leave for illness, injury, family, or military service.

G. Relationship to PTO Benefit

- 1. PTO (Paid Time Off) benefits are provided to accommodate normal short term employee absences. PTO is administered in keeping with the Health System's Paid Time Off (PTO) Policy, No 4.02.04.
- 2. Eligible employees may plan PTO for holidays, vacations and personal business. The Health System observes the following holidays:

New Years Day	Martin Luther King Day
President's Day	Memorial Day
Independence Day (July 4 th)	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

When a Health System observed holiday falls on a Saturday it will be observed on the Friday preceding. When a Health System observed holiday falls on a Sunday it will be observed on the following Monday.

The workload in some departments will decrease on holidays and other specified days, causing the department to close or operate with reduced staffing. Employees may be required to conserve PTO hours to use on these days.

II. LEAVE OF ABSENCE

The Health System provides several types of Leave of Absence to accommodate long term absences: Medical Leave of Absence under the provisions of FMLA, Family Care Leave of Absence under the provisions of FMLA, Military Leave of Absence, Military Exigency

Leave of Absence, and Military Caregiver Leave. A Leave of Absence must be authorized whenever an eligible employee is expected to be absent for a qualifying medical, family, or military reason.

A. Leave Of Absence Eligibility

1. Regular full-time employees (budgeted to work 40 hours per week, House Staff on the Health System payroll inclusive) are eligible for all categories of leave of absence, in keeping with the specific qualification provisions of the leave category.
2. Regular part-time employees (budgeted to work 16 or more hours per week) are eligible for all categories of leave of absence, in keeping with the specific qualification provisions of the leave category.
3. Temporary employees are eligible for Military Leave.

B. Medical Leave

1. An eligible employee may take 30 calendar days of continuous leave during his/her first twelve (12) months of employment if he/she is not eligible for FMLA because of his/her own serious health condition that makes the employee unable to perform the function of the position of such employee. (See B.7.b. for definition.)
2. A physician's certification must be provided for leave based upon a serious health condition. This certification must include the date on which the serious health condition commenced, the probable duration of the condition, appropriate medical facts about the condition within the knowledge of the physician, and a statement that the employee is unable to perform the functions of his or her position. The employee is to use the Certification of Healthcare Provider form. The Health System reserves the

right to require a second opinion at its expense. If the two opinions conflict, a third and binding opinion will be obtained by the Health System at its expense. Periodic re-certification may be required on a reasonable basis.

3. Any days of medical leave will accrue toward the employee's maximum allowable leave within the initial 12-month period of employment. Employees must submit a leave request form and proper medical certification for any required leave.
4. Department directors are responsible for monitoring the accumulation of leave hours and ensuring appropriate time and attendance records are accurately entered into the time and labor system.
5. Available paid time off (PTO) hours will be utilized during leave, for the purpose of pay continuation, at a rate not to exceed the average base rate plus shift differential when combined with workers' compensation or disability benefit plans sponsored by the Health System.
6. If a leave is considered compensable by the Health System's Workers' Compensation carrier, the employee will also receive Workers' Compensation wage benefits. The rate of PTO benefit payout will be determined by the wages being earned when the employee was injured.
7. Medical Leave Definitions:
 - a. **Eligible Employee** – for medical leave purposes means an employee (House Staff inclusive) who has been employed by the Health System at least 6 months and has worked at least 16 hours per week during the previous 6 month period.
 - b. **Serious Health Condition** – any illness, injury, or

physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, including job related illnesses and injuries.

C. Leave of Absence Under FMLA

1. An eligible employee (see C.8.a. for definition) may take 12 weeks of leave during any 12-month period in the following circumstances:
 - a. The birth of a son or daughter to the employee and to care for such son or daughter;
 - b. Placement of a son or daughter with the employee for adoption or foster care;
 - c. To care for the spouse, or a son, daughter, or parent of the employee, if such a spouse, son, daughter, or parent has a serious health condition.
 - d. The employee's own serious health condition.
2. A physician's certification must be provided for leave based upon a serious health condition of the employee's spouse, son, daughter, or parent. This certification must include the date on which the serious health condition commenced, the probable duration of the condition, appropriate medical facts about the condition within the knowledge of the physician, and a statement that the employee is needed to care for his/her child, spouse, or parent. The employee is to use the Certification of Healthcare Provider form. The Health System reserves the right to require a second opinion at its expense. If the two opinions conflict, a third and binding opinion will be obtained by the Health System at its expense. Periodic re-certification may be required on a reasonable basis.

3. Where both the husband and wife are employees of the Health System the amount of leave that both may take in the aggregate is limited to 12 weeks to take care of a newborn or newly placed adopted or foster child or a seriously ill parent.
4. Leave may be granted on an intermittent basis (i.e., an arrangement under which leave of a few days or weeks may be taken at intervals) or on a reduced leave schedule (i.e., an arrangement under which the number of hours usually worked each day or week is reduced) when the leave is medically necessary because of a serious health condition of the employee's spouse, child or parent. When the leave is foreseeable the employee may be transferred to an alternative position that better accommodates the leave.
5. Any days of intermittent leave and any hours of reduced schedule leave will accrue toward the employee's maximum allowable leave within a 12-month period. Employees must submit a leave request form and proper medical certification for any required intermittent or reduced schedule leave.
6. Department directors are responsible for monitoring the accumulation of intermittent and reduced schedule leave hours and ensuring appropriate time and attendance records are accurately entered into the time and labor system.
7. Available paid time off (PTO) hours will be utilized during the leave of absence, for the purposed of pay continuation, at a rate not to exceed the average base rate plus shift differential.
8. Family and Medical Leave Act Definitions:

- a. **Eligible Employee** – For family care leave purposes means an employee (House Staff inclusive) who has been employed by the Health System at least 12 months and has worked at least 1,250 hours during the previous 12-month period.
- b. **Serious Health Condition** – Any illness, injury, or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, including job related illnesses and injuries. A chronic serious health condition is one that requires periodic visits to a health care provider for treatment (two or more visits per year).
- c. **Continuing Treatment** – An employee must, in connection with a period of incapacity of more than three consecutive full calendar days, have: (1) one in-person visit to a health care provider within the first seven days of incapacity and a regimen of continuing treatment, such as prescription; or (2) two in-person visits to a health care provider that occur within 30 days of the beginning of the period of incapacity unless extenuating circumstances exist. The 30 days begin with the first day of incapacity, and the first in-person visit to a health care provider must occur within the first seven days of incapacity.
- d. **FMLA - Family & Medical Leave Act** – The Family and Medical Leave Act provides up to 12 weeks of unpaid job-protected leave to “eligible” employees for certain family and medical reasons. To be “eligible” for FMLA leave, an employee must have been employed for at least one year and have worked at least 1,250 hours during the previous

twelve months. The FMLA provides leave to care for a new-born child or a child placed in the employee's home for adoption or foster care; to care for an employee's parent, spouse, son or daughter with a personal serious health condition; or for a serious personal health condition which prevents the employee from performing his or her job.

Eligibility, requirements and benefits of Medical Leave and Family Care Leave provided by the Health System either meet or are more generous than the FMLA.

Son or daughter means a biological, adopted, or foster child, a step child, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.

- e. **Other Employee Benefits** – All other benefits provided or made available to employees, including group life insurance, health insurance, disability insurance, paid time off (PTO) benefits, educational benefits, and pensions.

D. Military Leave of Absence

1. The Health System supports the Uniformed Services Employment and Reemployment Rights Act and will conform to all veteran's reemployment regulations in effect at the time an eligible former employee makes application for reemployment. Orders to active duty will be presented to the immediate supervisor in a timely manner and the employee will be placed on leave status.
2. Leaves for employees who accept an opportunity for an extended reservist training assignment will be granted and

administered as if the employee were called to active duty.

3. All benefits and other employment practices for employees on Military Leave status will be administered in accordance with the Uniformed Services Employment and Reemployment Rights Act for a maximum period of five years.*

**As defined by the Uniformed Services Employment and Reemployment Rights Act at the time of eligibility.*

E. Military Exigency Leave

1. Under the National Defense Authorization Act of 2010 (NDAA), an employee may take FMLA leave for a “qualifying exigency” that arises from the employee’s spouse, son or daughter (of any age), or parent being on active duty or having been notified of an impending call or order to active duty who is a member of the Armed Forces or any regular or reserve component of the Armed Forces and is or has been deployed to a foreign country. The leave also only applies to a federal call to active duty and **not** a state call to active duty.
2. A “qualifying exigency” includes:
 - a. **Short-notice deployment**, defined as a notification of an impending call or order to active duty seven or less calendar days prior to date of deployment. This leave can only be used for seven calendar days, beginning on the date the covered military member is notified of an impending call or order to active duty.
 - b. **Military events and related activities**, defined as any official, military-sponsored ceremony/program/ event, or any family

support/assistance program/informational briefing sponsored or promoted by the military, military service organization, or the American Red Cross, that is related to the active duty or call to active duty status of a covered military member.

- c. **Childcare and school activities**, defined as the following when necessitated by a covered military member's active duty or call to duty: (a) arranging for alternative childcare; (b) providing childcare on an urgent, immediate basis; (c) enrolling a child in or transferring the child to a new school; (d) attending meetings at a school or day care facility.
- d. **Financial and legal arrangements**, defined as making or updating financial or legal arrangements to address the covered military member's absence.
- e. **Counseling**, defined as attending counseling provided by someone other than a healthcare provider for oneself, the covered military member, or a qualifying family member, if that counseling is necessitated from the active duty or call to active duty status of a covered military member.
- f. **Rest and recuperation**, defined as spending time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may only take up to five days of leave for each instance of rest and recuperation.
- g. **Post-deployment activities**, defined as attending arrival ceremonies, reintegration briefings and events, and any other military sponsored ceremony or program for a period of 90 days following the termination of the covered military member's

active duty, or to address issues that arise from a military member's death.

- h. **Additional activities**, defined as other events that arise out of a covered military member's active duty or call to active duty status, provided that both the employer and employee agree that such leave qualifies as an exigency, and both agree to the timing and duration of such leave.

3. Certification for Leave Taken Because of Qualifying Exigency:

Employees must provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates the covered military member is on active duty or has been notified of an impending call or order to active duty in support of a contingency operation. The employee must also provide documentation regarding the dates of the covered military member's active duty service.

F. Military Caregiver Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take 26 workweeks of leave during a 12-month period to care for the servicemember.
2. **Covered Servicemember** includes current members of the Regular Armed Forces, current members of the National Guard or Reserves, or members of the Regular Armed Forces, National Guard, or Reserves who are on the temporary disability retired list, and veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness that was incurred while on active duty or a pre-existing injury or illness that was

aggravated in the Armed Forces, regardless of whether the illness or injury manifested itself before or after the member became a veteran. A covered veteran must have been a member of the Armed Forces, National Guard or Reserves at any time during the five-year period before he/she began treatment, recuperation or therapy.

3. **Next of Kin** is defined as the servicemember's nearest blood relative other than his/her spouse, parent, son, or daughter in this order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provision; brothers and sisters; grandparents; aunts and uncles; and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. The regulations specifically note there can be more than one "next of kin." For instance, if three siblings exist, all three are next of kin who can qualify for leave, either consecutively or simultaneously. Employees must provide reasonable documentation of next of kin status.
4. This military caregiver leave is allowed to care for a covered servicemember with a serious injury or illness incurred in the line of duty that rendered the servicemember medically unfit to perform the duties of his/her office, grade, rank, or rating, and for which the servicemember is: (1) undergoing medical treatment, recuperation, or therapy; or (2) otherwise in outpatient status; or (3) otherwise on the temporary disability retired list. The regulations do not provide a time proximity limit between the date of the injury or illness and the date needed for leave for current members of the Regular Armed Forces, current members of the National Guard or Reserves, or members of the Regular Armed Forces, National Guard, or Reserves who are on the temporary

disability retired list. The regulations do provide a time proximity limit for veterans who must have been a member of the Armed Forces, National Guard or Reserves at any time during the five-year period before he/she began treatment, recuperation or therapy.

5. Employees may take 26 workweeks of caregiver leave in any single 12-month period. If the employee does not take 26 weeks of military caregiver leave in that 12-month period, the remaining leave is forfeited. If the leave qualifies under both military caregiver leave and FMLA leave, the leave will be designated as military caregiver leave first. However, an eligible employee is only entitled to a combined total of 26 weeks for leave for any qualifying FMLA reason during the single 12-month period, provided that the employee receives no more than 12 weeks leave for a traditional FMLA qualifying event or for a qualifying exigency.
6. The 26 work week entitlement is applied on a per-servicemember, per-injury basis. In other words, an employee may take 26 weeks of leave to care for one covered servicemember in one 12-month period, and then take another 26 weeks in a different 12-month period for a different servicemember, or for the same servicemember with a **subsequent** injury or illness.
7. Certification for Military Caregiver Leave:

When leave is taken to care for a covered servicemember with a serious injury or illness, certification is required. This certification may be from: (1) a Department of Defense health care provider; (2) a Department of Veteran Affairs health care provider; (3) a Department of Defense TRICARE network authorized private health care provider; or (4) a Department of Defense non-network TRICARE authorized private health care

provider. The health care provider is allowed to rely on Department of Defense representatives for military-related determinations.

The certification may seek information regarding: (1) whether the servicemember has incurred a serious injury or illness; (2) whether the injury or illness may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating; (3) whether the injury or illness was incurred by the member in the line of duty; (4) whether the servicemember is undergoing medical treatment, recuperation, or therapy, or is otherwise on outpatient status, or is otherwise on the temporary disability retired list; (5) the probable duration of the injury or illness; (6) the frequency and duration of leave required; (7) if the leave is requested on an intermittent or reduced schedule basis, an estimate of the frequency and duration of such leave; and (8) the family relationship of the eligible employee to the covered servicemember.

G. Requesting Leave of Absence

Employees must submit requests for leave at least 30 calendar days in advance except in cases of emergency. Requests for leave must be submitted to the department director on **Form No. 68-A, Leave of Absence Request**. Department directors must initiate leaves for qualified employees who are not physically able to do so. An employee unable to report to work because of an On-the-Job Injury must also complete Form No. 502, Accident/ Injury Report.

H. Returning from Leave of Absence

1. Employees must provide their department director and Human Resources with an expected return to work date when the Leave Request Form is submitted and promptly

update the return date information as/if it changes.

2. An employee will be returned to the same job without loss of pay status or accrued service credits, provided the total leave time does not exceed 12 weeks in a 12-month period or as specified by the Family and Medical Leave Act or Uniformed Services Employment and Reemployment Rights Act.
3. If the FMLA leave extends beyond 12 weeks, every effort will be made to reinstate the employee to a similar position. If a suitable position is available (first within the department, then within the division and finally within the System) the employee will be placed in that position and returned to work. In any event, the employee will be considered for the next position available in the same category and will receive all due consideration and priority afforded in-house applicants. The employee will also be allowed to apply for transfer to any vacant position for which he/she is qualified.
4. The total number of days of Medical Leave cannot exceed 30 calendar days within the initial 12-month period. Employees who accrue more than 12 weeks of FMLA within 12 months will be removed from the payroll. There are only three exceptions to this maximum leave policy: (1) military leave (2) military caregiver leave and (3) Reasonable accommodation under state or federal disability laws (American's with Disabilities Act).
5. Employees who are ready to return to work from Leave of Absence must report directly to Human Resources to complete the return to work clearance process if they have no restrictions. A Return to Work Certificate from the employee's physician must be presented at that time.

6. If an employee has restrictions, then they must first report to the Employee Health Clinic with the Employment Release Form listing the restrictions. The employee will then report to Human Resources after being cleared by the Employee Health Clinic. No employee may report to their department or begin work before the return to work clearance process has been fully completed.
7. Should an employee seek to return to work with a temporary restriction, every effort will be made to temporarily place the employee in a suitable position that is currently vacant. Temporary assignments will not exceed 21 calendar days unless ADA provisions are applicable.

I. Employee Request for Accommodations

1. The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodations, communications and government activities. The Health System will make every reasonable effort to accommodate employee needs for temporary light duty and any other accommodations that may be appropriate.
2. Employees must notify Human Resources of their request for an accommodation need. Human Resources will initiate the interactive process and coordinate with the employee in order to collect the appropriate physician documentation to determine whether reasonable accommodations exist.
3. The Health System supports the practice of expressing breast milk; and will make reasonable accommodations for the needs of employees who express breast milk. The Health System will engage in an interactive process to identify and implement reasonable accommodations which

would include consideration of various relevant factors including, without limitation

- a. Work schedule flexibility, including scheduling breaks and work patterns to provide time for expression of milk;
- b. Accessible locations allowing privacy;
- c. Access nearby to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment;
- d. Access to hygienic storage alternatives in the workplace for the mother's breast milk.

J. Effect of Leave of Absence On Other Benefits

- 1. None of the benefits provided employees shall accrue during a Leave of Absence. Service credit for Pension Plan and Retirement Savings Plan eligibility will not be affected provided total Leave of Absence time in a 12-month period does not exceed 12 weeks.
- 2. Leave of Absence status will not result in the loss of any employee benefits accrued prior to leave, but the employee will not accrue benefits during a Leave of Absence. In addition, the Health System will maintain group health, dental, vision, disability, and life insurance coverage on the same terms, and at the same rates, as if the employee were at work. The employee will continue to remain responsible for his or her portion of the premium. Failure to pay the required premiums may result in the loss of the coverage.

III. OTHER CONSIDERATIONS

- A.** Employees who fail to keep their director and human resources informed of their status while on any form of leave or fail to supply timely documentation to support the continuation of a leave will be removed from the payroll.
- B.** An employee absent on leave who, without the consent of the Health System: engages in other employment, applies for unemployment compensation, or who fails to report to work on or before the expiration of the leave, will be removed from the payroll.
- C.** The Health System reserves the right to investigate the reason given for requesting leave, either before or after granting the leave. If the reason has been misrepresented, the employee is subject to termination.
- D.** The next scheduled performance appraisal date will be adjusted by any period of Leave of Absence to ensure that the purposes of the performance appraisal are served and to ensure that the employee is not discouraged from taking any FMLA leave to which the employee may be entitled and is not prejudiced because of having taken any FMLA leave.
- E.** The first day of absence will be established as the first day of any Leave of Absence, even if the employee is utilizing PTO benefits for the purpose of pay continuation.
- F.** Any absence of 15 or more calendar days is considered a leave of absence unless the absence is granted for the purpose of vacation. Leaves of absence may be granted for periods of less than two weeks if all other leave of absence criteria are met.
- G.** No employee will be disciplined, discharged or discriminated against for exercising his or her rights under the Family and Medical Leave Act, Uniformed Services Employment and

Reemployment Rights Act, Americans with Disabilities Act or other applicable regulation. Any employee who feels they have been treated unfairly should contact administrative director for human resources. If the problem cannot be resolved at that level, the employee may appeal to the vice president for organizational development.

REFERENCES/BIBLIOGRAPHY:

Health System Policies:

4.02, Wage and Salary Guidelines

4.02.04, Paid Time Off

4.09, Equal Opportunity and Affirmative Action in Employment

Family and Medical Leave Act

National Defense Authorization Act

U. S. Department of Labor

Uniformed Services Employment and Reemployment Rights Act

Americans with Disabilities Act

Texas Labor Code, Section 504.052

OFFICE OF PRIMARY RESPONSIBILITY:

Senior Vice President/Chief Administrative Office