I. POLICY

It is the policy of the EVMS to permit a conditional leave of absence for a maximum of ninety (90) calendar days for employees returning from FMLA in accordance with this Policy. Conditional leave is an extended leave that may only be used for an employee’s serious personal illness and may not be taken for reasons such as the birth of a child, the placement of a child for adoption or foster care, or an illness of a spouse, child, or parent.

II. PROCEDURE

A. Requesting. An employee that is due to return from FMLA leave that was taken for the employee’s serious personal illness, who needs additional recovery time, may request conditional leave by submitting a written request to Human Resources. The request must be received by Human Resources no later than the day the employee was due to return from FMLA leave and must include the reason for the conditional leave, the dates requested, and a medical certification that indicates the employee will be able to return to work within the ninety (90) day period. Once received by Human Resources, the request will be forwarded to the employee’s supervisor and, if approved by the supervisor, will be returned to Human Resources for final review and approval or denial. NOTE: The granting of leave under this policy does not ensure that the employee will be returned to the position he or she was in prior to taking conditional leave.

B. Salary and Benefits.

1. Conditional leave is an unpaid leave, unless the employee has vacation or sick leave available or the employee has been approved to receive STD benefits while on conditional leave.

2. Sick leave and vacation will not accrue during conditional leave. In addition, EVMS will not provide a contribution to the employee’s medical, dental or retirement benefits during conditional leave. This includes any portion of unpaid leave during the month. Example: Conditional leave from March 15 to April 15, no contributions for March and April. The employee will be responsible for arranging to pay premium(s). If premiums are not paid and coverage lapses, the employee may not re-enroll until the next period of open enrollment.