I. POLICY

It is the policy of EVMS to provide unpaid maternity leave for employees who are not eligible for leave under the Family Medical Leave Act (FMLA).

II. ELIGIBILITY AND BENEFIT

Employees that have less than 12 months of service or less than 1,250 hours of work in the 12 months immediately preceding the leave start date are eligible for maternity leave under this policy upon the birth of a natural child. (Note: Employees with more than 12 months and 1,250 hours of service must take leave under FMLA and should contact Human Resources and/or consult the Human Resources Policy on Leave under the Family Medical Leave Act). The leave period will begin on the child’s date of birth and will continue for up to 8 weeks (320 hours). Maternity leave may be extended for a continuing medical condition related to the birth not to exceed a total of 12 weeks (480 hours) of leave.

III. TERMS OF LEAVE

A. Use of Paid Leave. Employees are required to use all accrued and available annual leave, floating holiday, and sick leave, as applicable, concurrent with taking maternity leave. Employees will be placed on leave without pay for any maternity leave requested where the employee does not have sufficient leave accrued and available. The same is true for any portion of the maternity leave that is applied to family and medical leave.

B. FMLA Eligibility. If the employee becomes eligible for FMLA during maternity, the employee will be placed on FMLA for the remainder of the leave. The period the employee is placed on maternity leave from the date the employee becomes eligible for FMLA will count toward the twelve (12) weeks of family and medical leave. (See Human Resources Policy on Leave under the Family and Medical Act.)

C. Insurance Benefits. EVMS will continue to contribute its share of premiums for an employee's insurance during the time that an employee is in a paid-leave status (using available leave accrual balances) and employees will continue to pay the employees share in the same amount as when the employee is working. EVMS will discontinue its share of premiums for an employee's insurance if an employee is placed in an unpaid leave status and the employee will be responsible for the entire cost of the insurance premiums. EVMS reserves the right to cancel insurance coverage if an employee is in an unpaid leave status, does not have a sufficient leave balance to pay all premiums, and fails to pay the required premium by the due date.

D. Other Benefits. While an employee is on maternity leave, annual leave, sick leave, and retirement benefits will continue to accrue so long as the employee remains in a paid-leave
status. Note: Employees receiving Short Term Disability benefits are considered to be in an unpaid status.

IV. PROCEDURE

A. Notice. Employees who intend to request maternity leave must notify their supervisors and Human Resources of the need for leave and must request maternity leave no less than 30 days in advance of the need to take maternity leave. The request for leave must be made in writing and state the anticipated date of leave and the anticipated length of the leave. Employees who fail to make a request at least 30 days in advance, without a reasonable excuse for the delay, may have their maternity leave delayed or denied.

B. Medical Certifications Supporting Need for Maternity Leave. Employees may be required to submit an initial certification or re-certification to support their need for maternity leave or to extend an existing maternity leave, as applicable. It is the employee’s responsibility to provide Human Resources with requested certification(s) within 15 calendar days after request, unless it is not practicable to do so despite an employee’s diligent, good faith efforts. Human Resources shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. Human Resources will deny maternity leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications. With the employee’s permission, Human Resources (through individuals other than an employee’s direct supervisor) may contact the employee’s health care provider to authenticate or clarify completed and sufficient medical certifications. If an employee chooses not to provide authorization for Human Resources to contact health care providers, Human Resources may deny the employee’s maternity leave request.