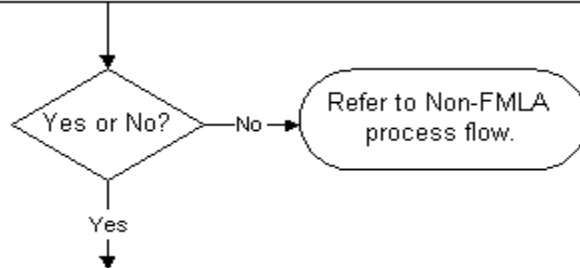


FMLA LEAVE OF ABSENCE

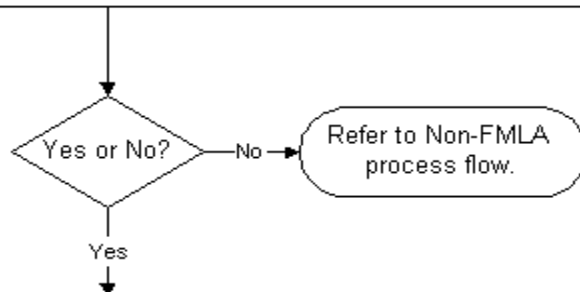
Process Flowchart

(Please refer to the complete FMLA policy for more specific information)

Does the absence qualify for a Leave of Absence of five days or more (medical, personal, or administrative¹) and is not considered vacation? If the staff member does not notify the supervisor, it is the responsibility of the supervisor to determine whether the absence constitutes FMLA qualification. The supervisor should give notification within 2 days², to the staff member. See FMLA form attached.



Does the staff member qualify for FMLA leave?
Staff member has completed one year of service and has worked 1,250 hours in the past twelve months at Vanderbilt prior to start of leave.



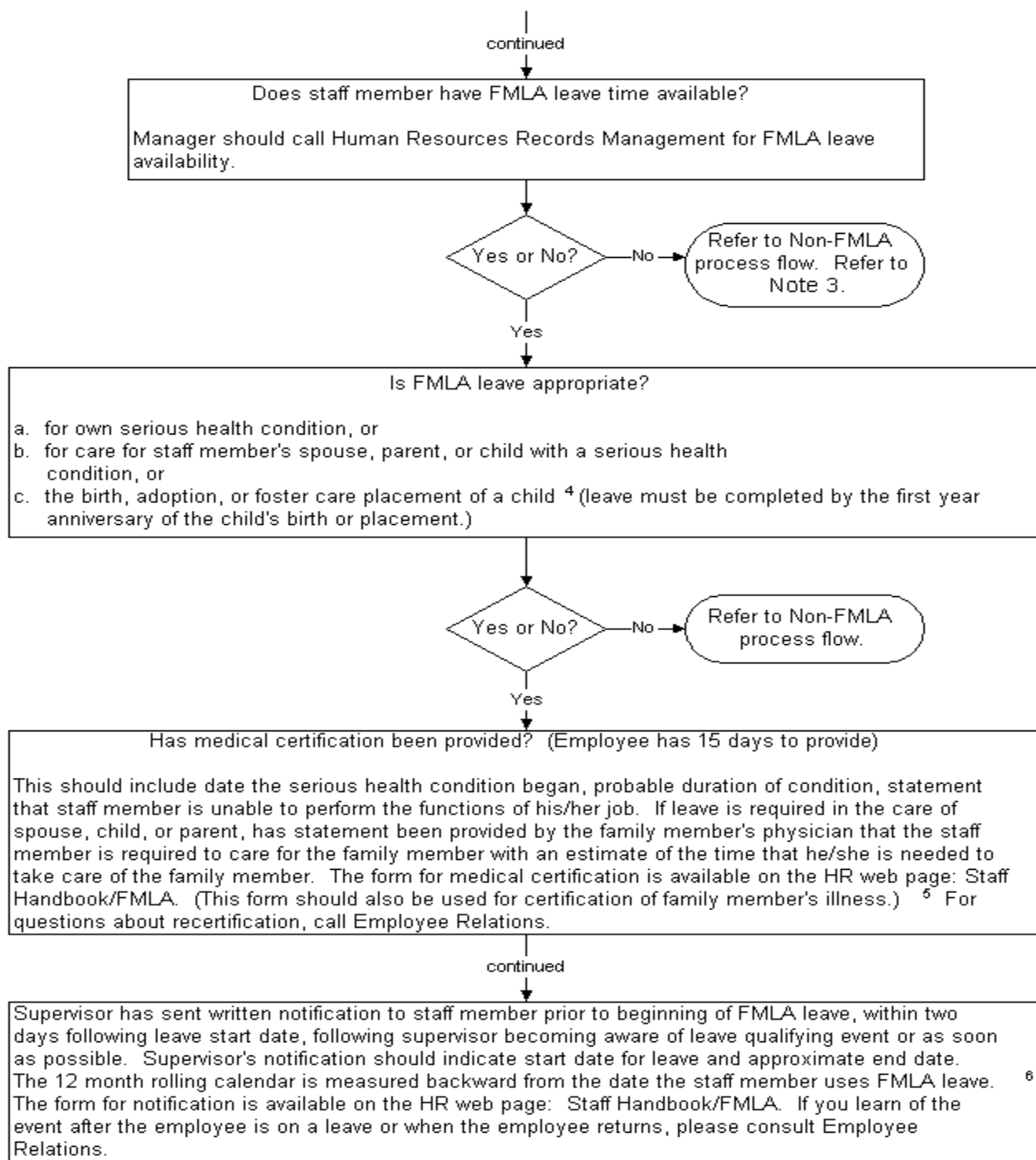
Staff member, who meet(s) FMLA requirement(s), has requested or made reason known for leave. Only in limited cases can the weeks of leave be taken on an intermittent or reduced schedule. (Please consult with Employee Relations for determination) All usage will be counted toward the 12-week maximum. Staff member must discuss leave with supervisor at least 30 days prior to beginning of leave or as soon as practical³. An FMLA time utilization form must be submitted monthly for approval by the manager and forwarded to HRRM for processing. The time utilization form is available on the HR web page: Staff handbook/FMLA.

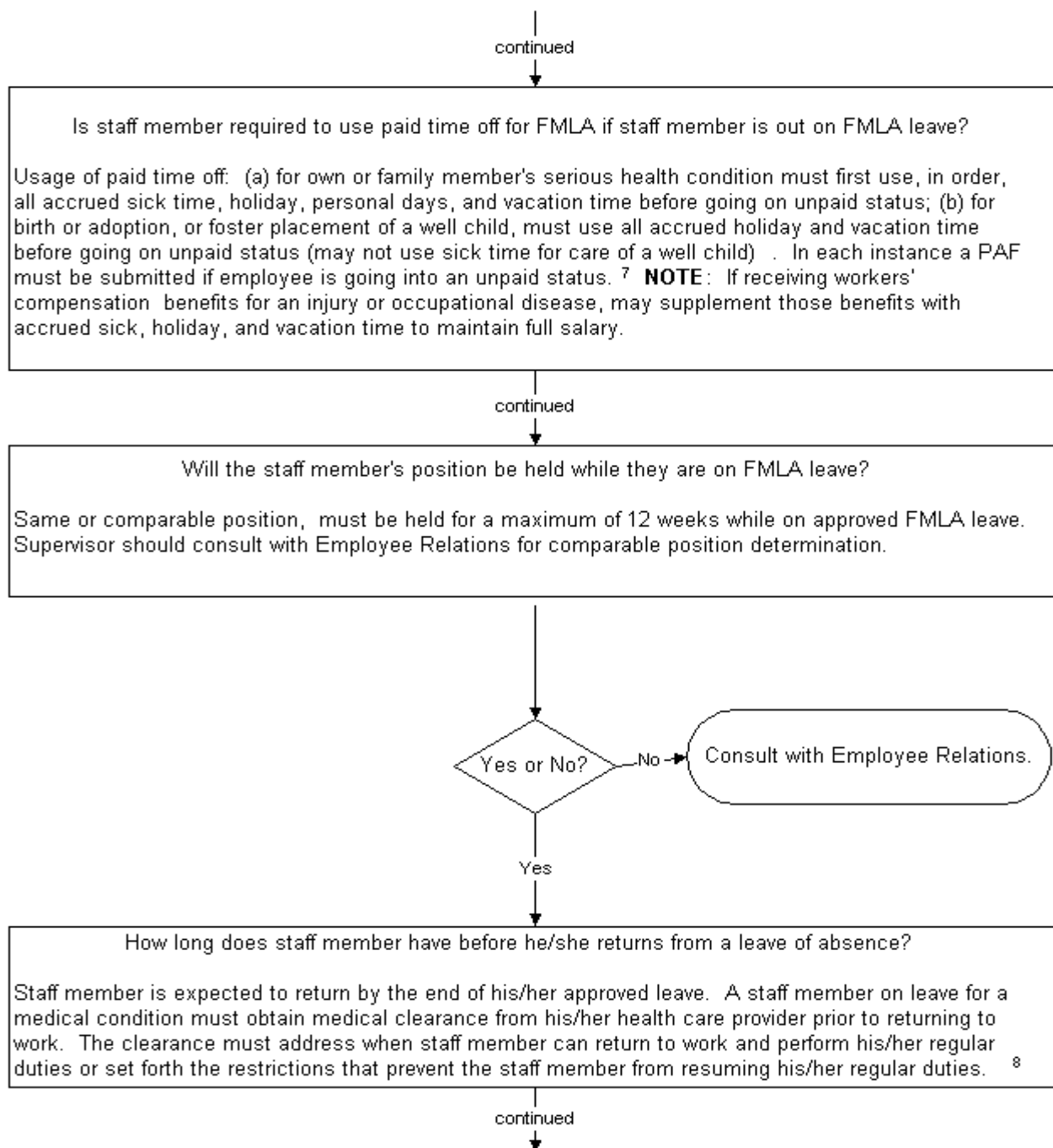
continued

¹ Administrative Leave is a general leave status, which may be paid or unpaid. Reasons for administrative leave include: possible exposure to a contagious disease, work area closed, jury duty, internal review or investigation, or investigation of an external event such as a criminal arrest.

² If supervisor becomes aware after staff member is out on leave or has returned from leave, the supervisor has two days from the date that they became aware to notify staff member that the time away from work will count towards the 12 weeks maximum.

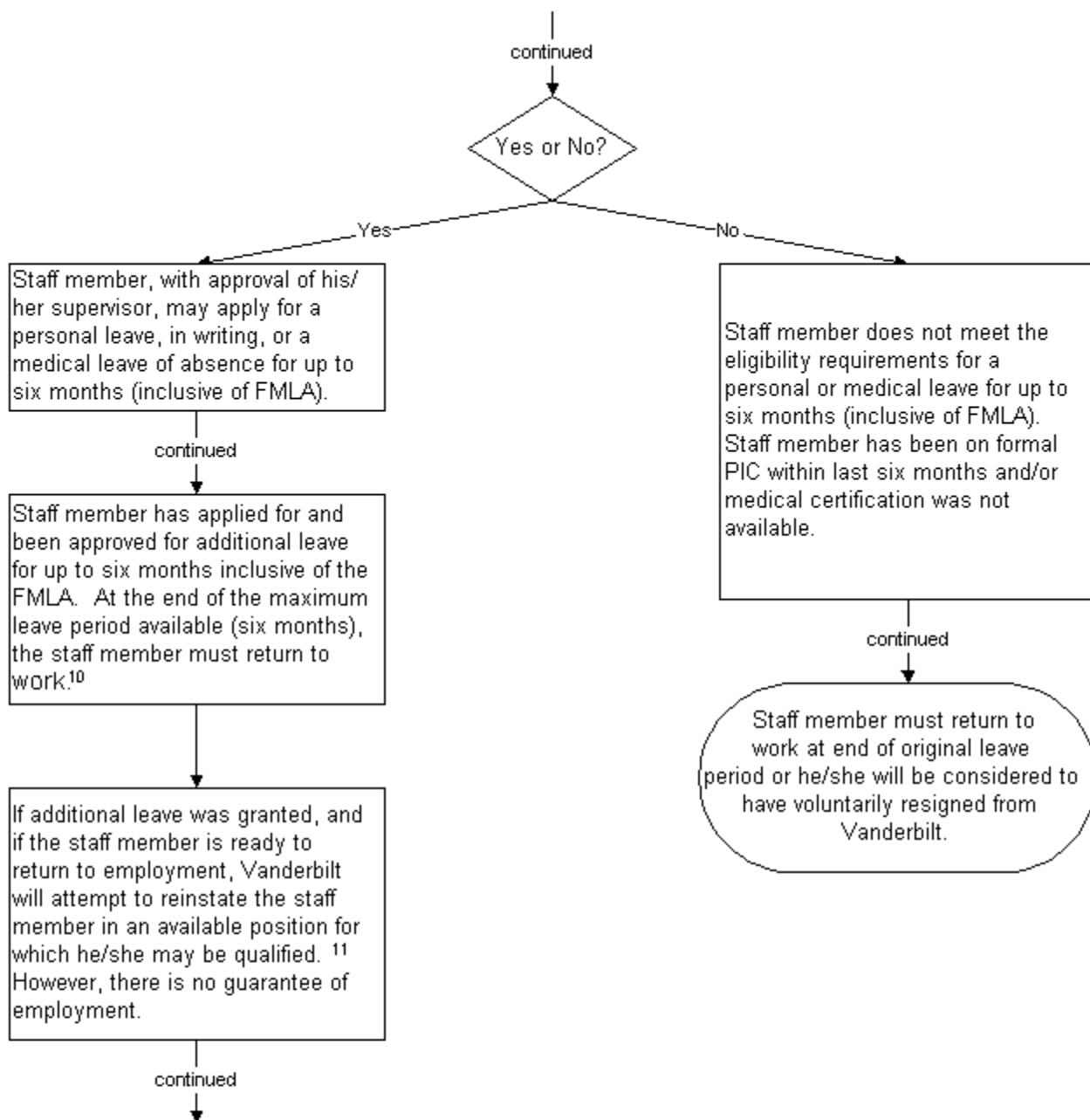
³ Any leave or combination of leaves, may not exceed six months in any twelve month period, unless otherwise required by law. All leaves run concurrently. A staff member who has a spouse that also works at Vanderbilt will be allowed to take or a combined total of 12 weeks of leave under the FMLA in any rolling twelve month period, although in certain instances more leave may be available. Please consult with Employee Relations regarding these situations. Qualifying absences of less than five days will also be counted as FMLA leave time as appropriate, although no formal leave of absence need be requested.





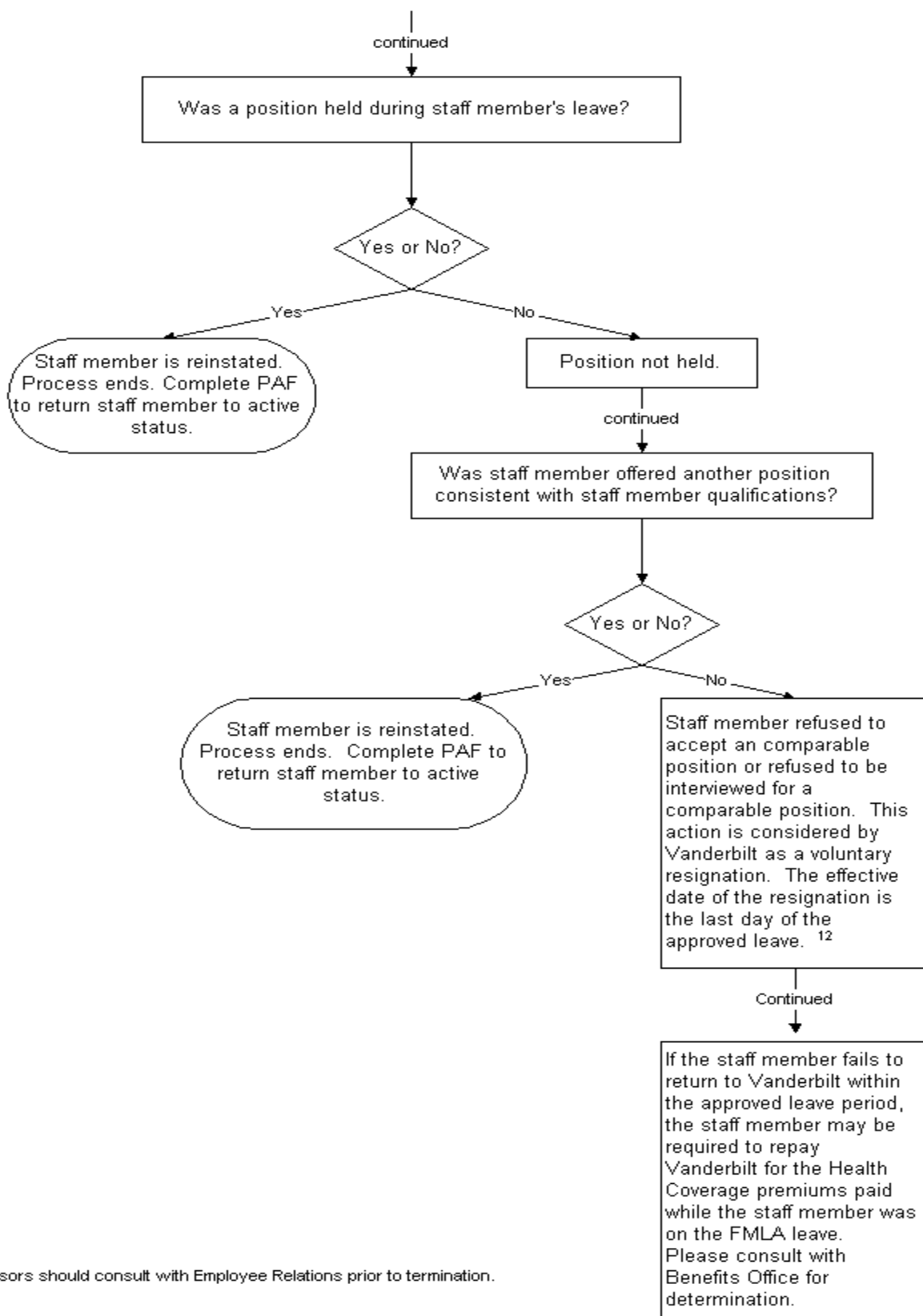
⁷ All accruals will cease in the pay period subsequent to employee going into an unpaid status and will restart the pay period when the staff member returns.

⁸ Consult Employee Relations and the Opportunity Development Center prior to making a determination on whether an employee can return to work with restrictions. Vanderbilt adheres to the Americans With Disabilities Act of 1990.
NOTE: Exempt staff time away from work for FMLA issues will be tracked against FMLA leave.



¹⁰ Staff who have a medical leave that may extend beyond six months are eligible to apply for long-term disability benefits. Staff should contact the Benefits Office in Human Resource Services for more information.

¹¹ The Americans With Disabilities Act must be considered when reinstating a staff member to a position when the staff member returns to work with some type of restriction. Consultation with Employee Relations and the ODC is required in these situations.



¹² Supervisors should consult with Employee Relations prior to termination.

You may call Employee Relations for information regarding FMLA at 322-7259