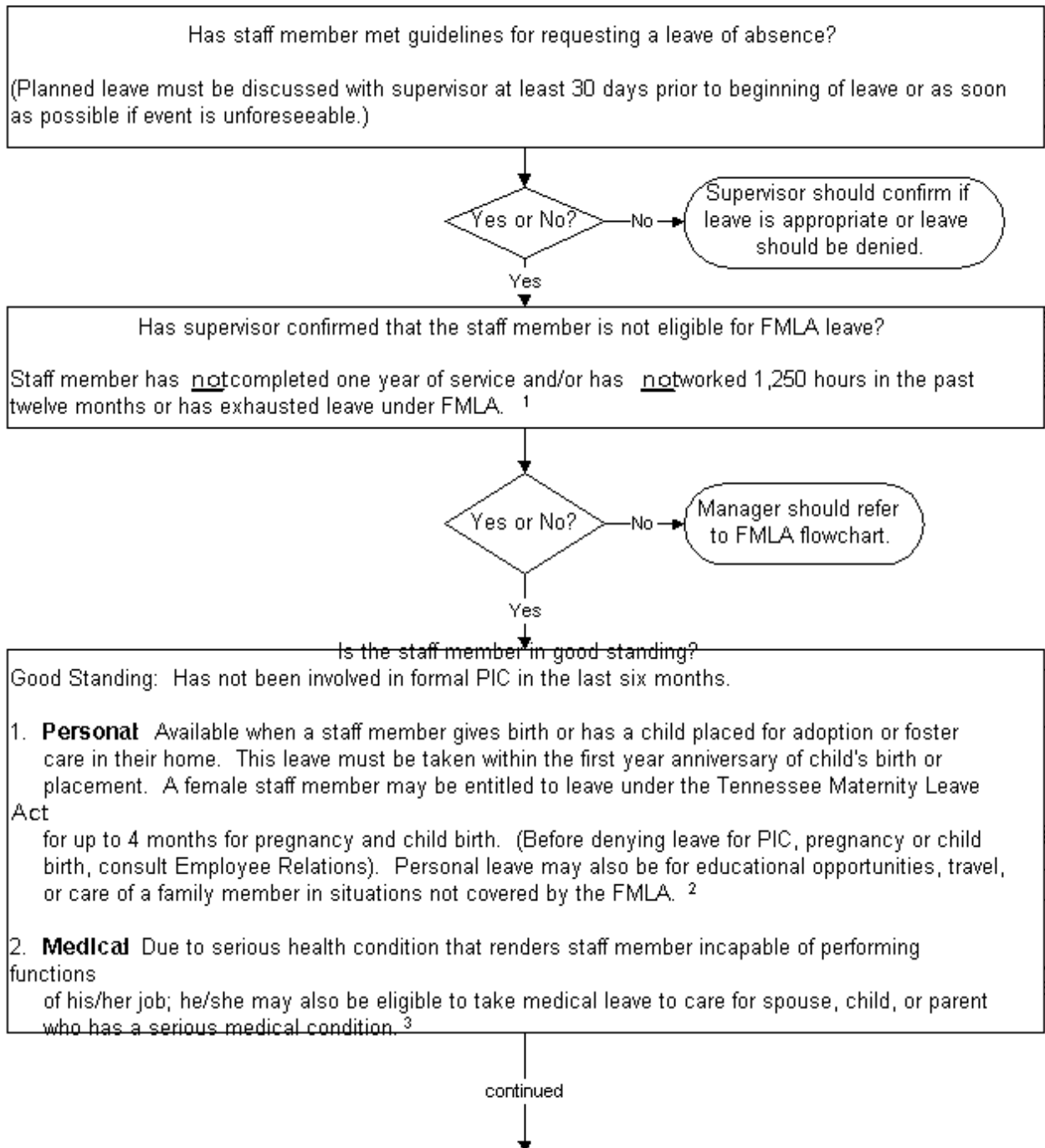


NON-FMLA LEAVE OF ABSENCE

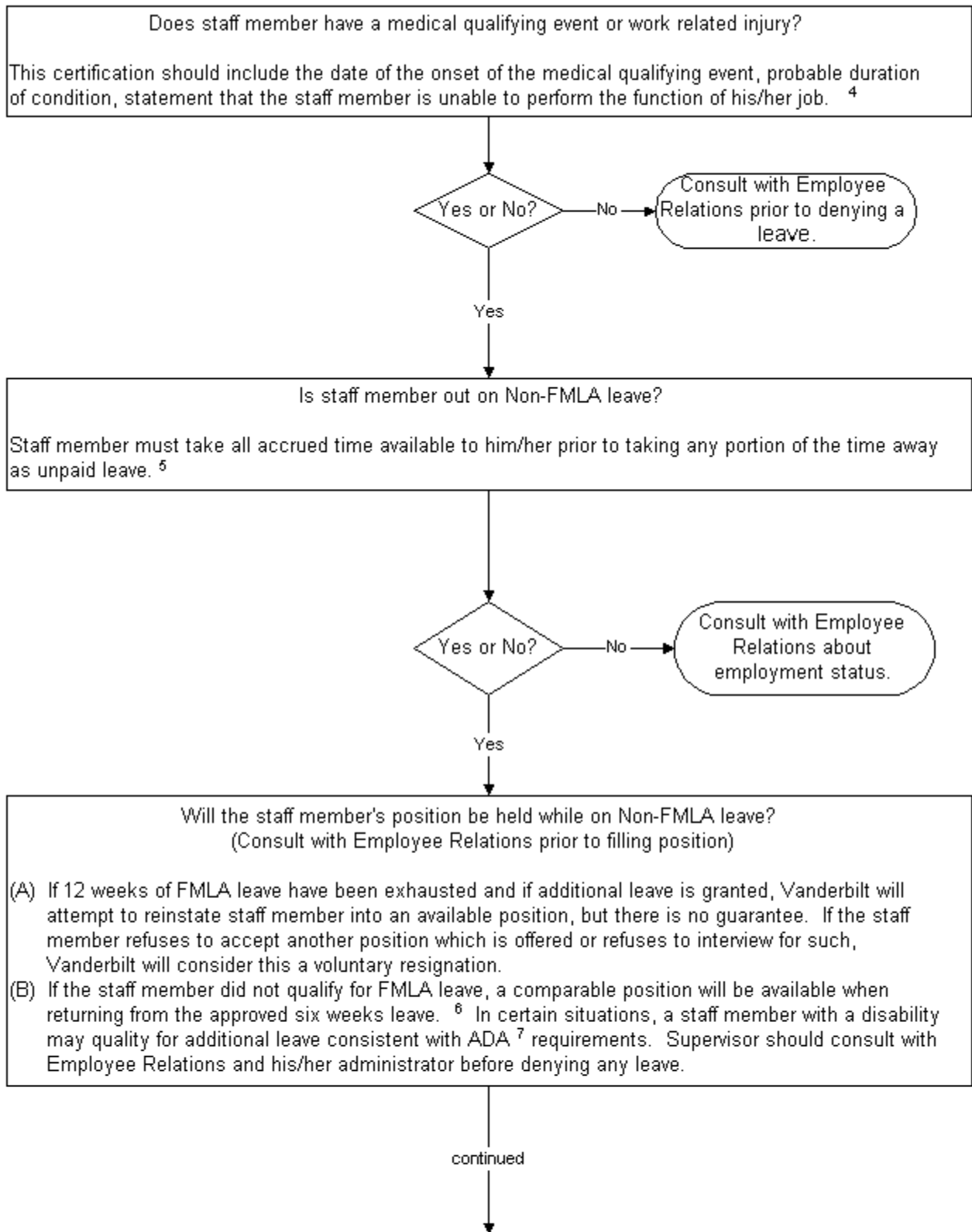
Process Flowchart



¹ If a staff member is not eligible for FMLA leave and has a work-related injury or illness, they may be eligible for a medical leave under Non-FMLA leave.

² Such leave is at the discretion of management. Personal leaves are not granted for engaging in employment outside of Vanderbilt or pursuing an independent business venture. Leave time under this provision cannot exceed the six month maximum time available under any combination of leave granted in any rolling 12 month period.

³ Staff member must submit medical certification in support of the request. Time away from work may not exceed six weeks in their first 12 months of service at Vanderbilt.



⁴ NOTE: 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.

⁵ Staff on approved leave will continue to receive benefit coverage under Vanderbilt's health care plan at the level and under the conditions that such coverage would have been provided if the staff member had continued working. Staff on paid leave will have premiums paid through payroll deduction. Staff on unpaid leave will submit monthly premium payments to cover their COBRA premium amount.

⁶ Please refer to note 1 of Non-FMLA.

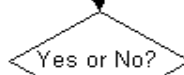
⁷ ADA: The Americans With Disabilities Act of 1990.

↓

Did staff member return from a leave of absence within required time frame?

Staff member is expected to return by the end of his/her approved leave. A staff member on leave for a medical condition must receive clearance from his/her health care provider prior to returning to work. The clearance must address when the staff member can return to work and perform his/her regular duties or set forth the restrictions that prevent the staff member from resuming his/her regular duties. ⁸ If the staff member did not return, the supervisor should call to inquire and consult Employee Relations for advice on how to end the employment relationship.

continued



Yes

No

Staff member returns to work within the required time frame:

Staff member may be eligible to return to the same or comparable position dependant upon the length of leave. The supervisor should consult with Employee Relations regarding the staff member's return to employment and whether a position is comparable.

END

Staff member failed to return to work within the required time frame:

Never on FMLA

1. If staff member fails to return to work at the end of the leave period and was not on FMLA leave, employment ceases, as a resignation, effective the last day of the approved leave.

FMLA/Non-FMLA

2. If the staff member fails to return to work at the end of the leave period and such failure is not due to a continuing health condition of the staff member or an eligible family member, the staff member will have to repay Vanderbilt for employer portion of the Health Coverage premiums paid while the staff member was on Non-FMLA leave. Employment ceases as a resignation effective the last day of the approved leave.

FMLA/Non-FMLA

3. If staff member fails to return to work and failure was due to a continuing health condition, or if the staff member had been on FMLA leave for a part of that time, consult Employee Relations.

END

⁸ NOTE: Staff who have medical leave that extends beyond six months may be eligible to apply for long term disability benefits. Staff member should contact the Benefits Office in Human Resource Services for more information.

You may call Employee Relations for information regarding FMLA.