



Policy No. 7.02

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Approved by: Business Unit CEO Forum & Human Resources Executive Team (HRET)

1.0 Philosophy/Purpose

Henry Ford Health System "HFHS" recognizes the need to balance employees' personal responsibilities, medical situations, educational needs and military service commitments with the operational needs of the System. HFHS complies with the Family and Medical Leave Act (FMLA), implementing regulations as revised effective January 16, 2009 and with all other Federal, State and Local rules and regulations related to the administration and implementation of leaves of absence programs.

The purpose of this policy is to provide employees with a general description of their rights under HFHS Leaves of Absence programs. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

2.0 Scope

This policy applies to all employees at all business units and corporate offices of Henry Ford Health System. The policy and procedures enumerated below shall apply unless such policy or procedures are otherwise specified in a contract to which Henry Ford Health System, or a covered business unit is a signatory. In such cases, the terms of the contract shall govern for employees covered by that contract and such terms will take precedence over this policy.

3.0 Responsibility

The interpretation, administration and monitoring for compliance of this policy shall be the responsibility of the HFHS Chief Human Resources Officer or his/her designees, and HFHS Human Resources.

At individual business units, day-to-day operational responsibility for administering this policy may be designated by the Vice President of Human Resources of the business unit to the Manager/Supervisor, Human Resources or other administrator.

4.0 POLICY

I. Medical Leave of Absence

A. Qualifying Reasons for Medical Leave of Absence

A Medical Leave of Absence may be taken when the employee is unable to work because of their own serious health condition. As a general premise, Medical Leaves of Absence are unpaid and afford no job protection. Whether the Medical Leave is job protected or paid is determined by

various laws such as the Family Medical Leave Act (FMLA), Workers Compensation and HFHS policies and benefits plans.

Medical Leave of Absence covers illnesses of a serious and/or chronic long-term nature, resulting in recurring or lengthy absences. Absences due to illness of 5 days or less generally are not considered lengthy and do not require CIGNA approval as a Medical Leave.

B. Eligibility for Medical Leave of Absence

To be eligible for a Medical Leave of Absence, an employee must have six (6) months of service with HFHS. Full and part time employees are eligible for Medical Leave.

C. Procedure for Requesting Medical Leave of Absence

When the need for a Medical Leave is foreseeable, it is expected that the employee will provide HFHS at least 30 days' notice. When an employee becomes aware of a need for Medical Leave less than 30 days in advance (i.e. emergency situation), the employee must provide notice of the need for the leave either the same day or the next business day.

When the need for Medical Leave is not foreseeable, the employee must comply with HFHS' usual and customary notice and procedural requirements for requesting leave, absent special circumstances. (i.e. the employee must call their manager/supervisor/department and inform them of the absence according to department specific call-in policy or procedures). Special circumstances include incapacity of the employee such that they cannot initiate the leave process.

If an employee is absent more than 5 consecutive work days for medical reason, employees must contact CIGNA Medical Solutions (CIGNA) at 1.888.84CIGNA (1-888-842-4462) regarding their request for Leave of Absence. HFHS may conditionally designate a leave as a Medical Leave after absence of 5 consecutive work days all requests for Medical Leave will be approved or denied by CIGNA. The employee and manager/supervisor will receive ongoing communications from CIGNA regarding employees' leave status. Employees must contact CIGNA and manager/supervisor to request leave past the original approval date. CIGNA shall approve or deny any leave extensions.

CIGNA will require employees to provide appropriate documentation in order to make a determination on employee's request. CIGNA and/or HFHS may require an employee to report periodically on the employee's status and intent to return to work.

Failure to follow the policies and procedures of CIGNA and HFHS may result in denial of the request for leave and/or disciplinary action up to and including termination. Being absent from work on an unauthorized leave, may result in corrective action up to and including termination.

D. Duration of Medical Leave of Absence

Employees who have 6 but less than 12 months of service are eligible to request a Medical Leave of up to 6 months within a rolling 12 month period. Employees who have one (1) or more years of service are eligible to request a Medical Leave of up to 12 months within a rolling 12 month period. HFHS will measure the leave period as a rolling period backward from the date an employee uses any leave under this policy. For purposes of determining duration of leave, all types of leave taken by the employee will be combined, subject to applicable law.

Employees who return to work from a Medical Leave but resume Medical Leave status for any reason within 90 days will be considered to be on a continuation of the original Medical Leave.

E. Compensation & Benefits While on Medical Leave of Absence

Non-management employees on a Medical Leave are required to utilize their CTO/PTO bank to the level of 80 hours. If an employee desires to reduce their CTO/PTO hours below the required 80 hours, he/she must notify their manager and Department timekeeper. Reduction of CTO/PTO bank is based on the bank balance at the time the leave begins. Employees will continue to accrue CTO/PTO however the accruals will not be included while reducing their CTO/PTO bank.

Compensation after use of CTO/PTO depends on whether the employee is eligible for Short Term Disability (STD), Long Term Disability (LTD), Workers Compensation or Salary Continuation in accordance with HFHS policies.

CTO/PTO cannot be used once the employee has been issued STD, LTD, Worker's Compensation, or Salary Continuation.

In accordance with HFHS policies, employees on Medical Leave who remain employed by HFHS maintain health and welfare benefits including medical/vision, dental, life, and disability, for 6 months. During this period, employee premium co-pays and other benefit deductions will be made from employee's CTO/PTO and Salary Continuation but not from STD, LTD or Workers Compensation benefit payments. Any benefit deductions that are not taken, will go into an arrears account (arrears is an account that tracks deductions not taken). All miscellaneous general deductions an employee may have will go into arrears as well. Upon return from the Leave of Absence, the arrearage will be deducted from the employee's subsequent paychecks in accordance with HFHS policy. The employee must contact Employee Services to make arrangements for an alternative repayment plan. Tuition assistance is also continued while on leave if the employee was actively working when his/her course began. If the employee is still on Medical Leave after 6 months, they will be offered the opportunity to purchase health insurance under COBRA.

F. Returning from Medical Leave of Absence

Employees must contact CIGNA and their manager/supervisor of their intent to return from leave a minimum of three (3) days prior to the employee's return to work date. Unless covered by FMLA (see Section II below), an employee's job is not protected while on Medical Leave. If a position for the employee is available, managers/supervisors will place the employee on the schedule as soon as possible after the return to work date. If the employee is given a return to work release with temporary medical restrictions, the employee must notify their manager/supervisor and the Transitional Work Program (TWP) Return to Work Specialist at (313) 874- 3879 for possible accommodation. Disability Management will coordinate the efforts of all interested parties in returning the employee to work. If a position for the employee is not available, the employee may contact CIGNA for a possible extension of their leave of absence.

An employee returning from an approved Medical Leave of Absence will be required to produce documentation of release to return to work from their medical provider. Documentation will contain the date to return. In the event an employee returns to work without the required documentation, they will not be allowed to work.

G. Job & Benefits Status When Returning from Medical Leave of Absence

An employee returning from a Medical Leave of Absence is not guaranteed a position of employment unless they are protected by FMLA, as described below, or under the ADA because it was determined that the leave was a reasonable accommodation. If an employee does not have job protection under this policy or the ADA and their position is no longer available upon their clearance to return to work, with or without restrictions, they will be placed on Personal Leave for the balance of the 1 year duration that leave is allowed under this policy.

H. Americans with Disabilities Act (ADA). (HFHS Policy 4.11)

Notwithstanding the eligibility and qualifying criteria set forth in this policy, protection under the ADA begins when an employee first applies for a job. As clarified in the ADA, it may be a reasonable accommodation under the ADA to provide protected leave to an employee who is not yet eligible for Medical Leave or extend job protected leave beyond the requirements of the FMLA. HFHS will engage in an interactive discussion with the employee and consider the facts and circumstances of each case as required by the ADA. In addition to contacting CIGNA, employees who believe they are eligible for extending their leave as an accommodation under the ADA must contact Employee Services at 1-855-874-7100 at least 30 days prior to the expiration of their leave. Employees will be required to participate fully in the interactive discussion and may be required to support their request for an accommodation with medical documentation and other information.

II. Family Medical Leave Act “FMLA” Leave of Absence

A. Qualifying Reasons for FMLA Leave of Absence

Family Medical Leave Act (FMLA) Leave of Absence is provided in accordance with the Family and Medical Leave Act of 1993 and revised Act of January 16, 2009. To qualify as FMLA leave, the employee must be taking leave for one of the reasons listed below:

- 1. *The birth of a child and in order to care for that child.***
- 2. *The placement of a child for adoption or foster care and to care for the newly placed child.*** (Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child)
- 3. *To care for a spouse, child, parent, same sex domestic partner (as defined by the DOL regulations) or son/daughter of same sex domestic partner with a serious health condition.***

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents the qualified family member from working, attending school or performing other regular daily activities.

- 4. *The serious health condition of the employee that makes the employee unable to perform the functions of the employee’s position.***

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents the employee from performing the functions of the employee’s job.

- 5. *Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.***

An employee whose spouse, same sex domestic partner, son, daughter, or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following:

- a) Short-notice deployment
- b) Military events and activities
- c) Child care and school activities
- d) Financial and legal arrangements

- e) Counseling
- f) Rest and recuperation
- g) Post-deployment activities
- h) Additional activities that arise out of active duty provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice (son or daughter for this type of FMLA Leave is defined the same as for child for other types of FMLA Leave except that the person does not have to be a minor).

HFHS will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the Department of Labor (DOL) Certification of Qualifying Exigency for Military Family Leave.

6. *Military Caregiver Leave (also known as Covered Service Member Leave) to care for an ill or injured service member.*

This type of leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son/daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active service. Next of kin is defined as the closest blood relative of the injured or recovering service member.

HFHS will require certification for the serious injury/illness of the covered service member. The employee must respond to such a request with 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury/Illness of Covered Service Member.

B. Eligibility for FMLA Leave of Absence

To qualify to take FMLA Leave under this policy, the employee must meet both of the following conditions:

- 1) The employee must have worked for HFHS for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted provided that the total break in service does not exceed 7 years. Separate periods of employment will be counted if the break in service exceeds 7 years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12 month period immediately before the date when the leave is requested to commence. The Fair Labor Standards Act (FLSA) determines the computation of number of hours worked by an employee. Consequently hours of leave will not be counted in determining the 1,250 hours eligibility for an employee under FMLA.

The eligibility requirements under this section do not apply to Requests for Accommodation, including time off of work, under HFHS' ADA Policy 4.11.

C. Procedure for Requesting FMLA Leave of Absence

When the need for the FMLA Leave is foreseeable it is expected that the employee will provide HFHS and CIGNA at least 30 days' notice. When an employee becomes aware of a need for FMLA Leave less than 30 days in advance (i.e. emergency situation), the employee must provide notice of the need for the leave either the same day or the next business day.

When the need for FMLA Leave is not foreseeable, the employee must comply with HFHS' usual and customary notice and procedural requirements for requesting leave, absent special circumstances (i.e. The employee must call their manager/supervisor/department and CIGNA and inform them of the absence according to department specific call-in policy or procedures). Special circumstances include incapacity of the employee such that they cannot initiate the leave process.

Employees must contact CIGNA at 1.888.84CIGNA (1-888-842-4462) regarding their request for a FMLA Leave of Absence. All requests for FMLA Leave will be approved or denied by CIGNA. The employee and manager/supervisor will receive ongoing communications from CIGNA regarding employees' leave status. Employee must contact CIGNA and manager/supervisor to request leave past the original approval date. CIGNA shall approve or deny any leave extensions.

CIGNA will require employees to provide appropriate documentation in order to make a determination on employee's request. CIGNA and/or HFHS may require an employee to report periodically on the employee's status and intent to return to work.

Failure to follow the policies and procedures of CIGNA and HFHS may result in denial of the request for leave and/or disciplinary action up to and including termination. Being absent from work on an unauthorized leave, may result in corrective action up to and including termination.

D. Duration of FMLA Leave of Absence

An eligible employee can take up to 12 weeks for FMLA under this policy during any 12 month period. HFHS will measure the 12 month period as a rolling 12 month period backward from the date an employee uses any leave under this policy. Each time an employee takes a leave, HFHS in partnership with CIGNA, will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave. The balance remaining is the amount the employee is entitled to take at that time.

As provided above an eligible employee can take up to 26 weeks of FMLA Leave during any 12 month period for military caregiver leave.

If a husband and wife both work for HFHS and each wishes to take leave for: birth of a child, adoption, or placement of a child in foster care with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for HFHS and each wishes to take leave to care for a covered injured/ill service member, the husband and wife may only take a combined total of 26 weeks.

For purposes of determining duration of leave, all types of leave taken by the employee will be combined, subject to applicable law.

Intermittent Leave or Reduced Work Schedule

An employee may take FMLA intermittently, or under certain circumstances, may use the leave to reduce the work week or work day, resulting in a reduced work schedule. In all cases, the leave may not exceed a total of 12 work weeks (26 work weeks to care for injured/ill service member) over a 12 month period. For the birth, adoption, or foster care of

a child, HFHS and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced work schedule.

When an employee is using their FMLA Leave on an intermittent or reduced schedule basis and the reason for the leave is to care for themselves or a family member and the time required is foreseeable, HFHS may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

When the need for intermittent FMLA Leave is not foreseeable, employees must follow their department policy for reporting absences. At the time an employee is reporting that they will be absent during scheduled work hour, they must notify their manager/supervisor that they are using intermittent leave and the amount of intermittent leave time they will be utilizing. Notification that an employee is using intermittent leave must be made within 3 days of the absence

Employees utilizing intermittent FMLA whether it is for their own health condition or to care for a family member must use their CTO/PTO time down to zero for all hours absent from work.

The duration limitations under this policy do not apply to Requests for Accommodation, including time off of work, under HFHS'Americans with Disabilities Act Policy 4.11.

E. Compensation & Benefits While on FMLA Leave of Absence

All employees on an FMLA continuous leave for their own health condition are required to utilize their CTO/PTO bank to the level of 80 hours. If an employee desires to reduce their CTO/PTO hours below the required 80 hours, he/she must notify their manager and Department timekeeper. All employees on an FMLA continuous leave to care for a family member must utilize their CTO/PTO bank down to zero hours. Reduction of CTO/PTO bank is based on the bank balance at the time the leave begins. Employees will continue to accrue CTO/PTO however the accruals will not be included while reducing their CTO/PTO bank.

FMLA Leave is unpaid unless the employee is using CTO/PTO or is otherwise entitled to benefits under an HFHS benefit plan.

In accordance with HFHS policies, employees on FMLA Leave maintain all health and welfare benefits including medical/vision, dental, life, and disability. While on a FMLA leave, employee premium co-pays and other benefit deductions will be made from CTO/PTO and Salary Continuation but not from STD, LTD or Workers Compensation benefit payments. Any benefit deductions that are not taken will go into an arrears account (arrears is an account that tracks deductions not taken). All miscellaneous general deductions an employee may have will go into arrears as well. Upon return from the Leave of Absence, the arrearage will be deducted from the employee's subsequent paychecks in accordance with HFHS policy. The employee must contact Employee Services to make arrangements for an alternative repayment plan. Tuition assistance is also continued while on leave if the employee was actively working when his/her course began.

F. Returning from FMLA Leave of Absence

Employee must contact CIGNA and their manager/supervisor of intent to return from leave a minimum of three (3) days prior to the employee's return to work date in order to allow for the time to place the employee on the schedule. Managers/supervisors will place the employee on the schedule as soon as possible after the return to work date. If the employee is given a return to work with temporary medical restrictions, the employee must notify their manager/supervisor and the Transitional Work Program (TWP) Return to Work Specialist at (313) 874-3879 for

possible accommodation. Disability Management will coordinate the efforts of all interested parties in returning the employee to work.

G. Job Status When Returning from FMLA Leave of Absence

An employee returning from a FMLA Leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms, unless the FMLA requirements of the Key Employee Exception are met. A Key Employee is defined as a salaried FMLA eligible employee who is among the highest paid 10 percent of all HFHS' employees within a 75 mile radius.

III. Personal or Educational Leave of Absence

A. Qualifying Reasons for Personal/Educational Leave of Absence

A Personal /Educational Leave of Absence may be taken under certain circumstances at the discretion of the manager/supervisor or department head for educational pursuits, service or civic activities, or personal situations.

B. Eligibility for Personal / Educational Leave of Absence

Full and part time employees with at least six (6) months of continuous service with HFHS are eligible to apply for a Personal/Educational Leave of Absence.

C. Procedure for Requesting Personal/Educational Leave of Absence

All employees requesting Personal/Educational Leave of Absence must provide written notice of the need for the leave to his/her manager/supervisor. The request for leave should be formally documented utilizing the "Request for Leave of Absence" form which can be found on OneHENRY.

D. Duration of Personal / Leave of Absence

An eligible employee may be granted a Personal/Educational Leave of Absence for up to (12) months maximum. For purposes of determining duration of leave, all types of leave taken by the employee will be combined, subject to applicable law.

E. Compensation & Benefits While on Personal/Educational Leave of Absence

Employees on Personal/Educational Leave of Absence are required to utilize their CTO/PTO bank down to zero hours.

Employees on Personal/Educational Leave of Absence are not eligible to receive health and welfare benefits (such as medical/vision, dental, life, disability) or reimbursement funds (such as conferences, certification renewal, etc.) while on leave. Benefits are continued through the end of the month in which the leave begins except for STD and LTD which end on the last day worked. Tuition assistance is continued for classes that began prior to the leave. If an employee loses his/her benefits while on the Leave of Absence, the employee may be eligible for continuation of benefit coverage pursuant to COBRA and will be responsible for the costs associated with COBRA continuation. The employee may be able to convert their employee and dependent life insurance, accidental death and dismemberment insurance and long term disability insurance and pay the premiums for such coverage.

F. Returning from Personal/Educational Leave of Absence

Employee must contact their manager/supervisor of intent to return from leave at a minimum of 3 days prior to the employee's return to work date. The health and welfare benefits (such as

medical/vision, dental, life, disability) will be active on the 1st day of the month following the return from leave.

G. Job Status When Returning from Personal/Educational Leave of Absence

An employee returning from a Personal/Educational Leave of Absence is not guaranteed a position of employment. If an employee's position is no longer available upon their return to work, the employee may apply for positions that are posted within HFHS.

IV. Military Leave of Absence

A. Qualifying Reasons for Military Leave of Absence

A Military Leave of Absence is provided in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and may be taken for any time off by employees who are members of the National Guard or other reserve component of the United States Armed Services and who are called to active duty, attend scheduled reserve service, and/or temporary training duty.

B. Eligibility for Military Leave of Absence

The Uniformed Services Employment and Reemployment Rights Act (USERRA) was signed on October 13, 1994. The Act applies to persons who perform voluntarily or involuntarily duty in the "uniformed services"- including the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service Commissioned Corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under USERRA.

Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty (performed by the National Guard and reserve members), as well as the period for which a staff member is absent from employment for the purpose of an examination to determine fitness to perform any such duty.

C. Procedure for Providing Notice of Military of Absence

An employee service member must provide advance written or verbal notice to his/her manager/supervisor immediately upon receiving an order or draft notice to appear for military duty or training. No notice is required if such is precluded by military necessity or given the relevant circumstances it is impossible or unreasonable. The request for leave should be formally documented utilizing the "Request for Leave of Absence" form (found on the HFHS website) and must be accompanied by a copy of military orders indication induction date.

D. Duration of Military Leave of Absence

The cumulative length of time that an employee may be absent from work for military duty (active or to fulfill enlistment obligations) is five (5) years.

E. Compensation & Benefits While on Military Leave of Absence

Employees on Military Leave are not required to utilize CTO/PTO. If an employee on Military Leave desires to use CTO/PTO, they must notify his/her manager in writing of their decision to use CTO/PTO or other paid time off before the Leave of Absence begins.

Employees who take a Military Leave of Absence to fulfill their annual training requirement will be compensated for the difference between their military pay and regular HFHS rate of pay upon presentation by the employee of their statement of training wages received.

Employees who take a Leave of Absence for less than 31 days to fulfill their annual training requirement shall be treated, for benefit purposes, as if they had not taken such leave.

Employees performing military duty of more than 31 days may elect to continue HFHS-sponsored health care for up to 18 months through the COBRA program.

Under Federal pension law employees returning from a Military Leave may have special contribution opportunities available to them with respect to any missed contributions that were a result of their Military Leave. (Please contact Corporate Retirement for further information and assistance).

F. Returning from Military Leave of Absence

Upon returning from military duty or training under this policy, HFHS will restore the employee to his/her position or to a similar position with equivalent pay, benefits, and terms and condition of employment, if such application for reemployment is made in accordance with the following guidelines:

1. If military service was less than 31 days, the employee must report back to work the first full regularly scheduled work day after release from service, taking into consideration time for safe travel home and an (8 hour rest).
2. If military service was greater than 31 days but less than 181 days, the employee must notify the business unit Human Resources department within 14 days of release from service of their intent to return to work.
3. If military service is greater than 181 days, the employee must reapply with the business unit Human Resource department not later than 90 days of release from service of their intent to return to work.

If an employee service member fails to apply for reemployment within the time frames stated above, the employee may be denied reemployment and considered to have voluntarily resigned from employment with HFHS.

HFHS is not required to reemploy an employee service member if either of the following conditions exists:

1. HFHS' circumstances have changed so as to make such reemployment impossible or unreasonable; or
2. The employment from which the employee service member left was for a brief, non-recurring period of time and there was no reasonable expectation that such employment would continue indefinitely or for a significant period.

Additionally, there are other circumstances, such as dishonorable discharge, that relieve HFHS of the obligation to reemploy an employee service member.

G. Job Status When Returning from Military Leave of Absence

The Uniformed Services Employment and Reemployment Rights Act (USERRA) requires that returning service members be reemployed in the same or a comparable position with the same length of service or seniority as if they had not taken a Military Leave of Absence.

V. Leave For Quarantine Due To Epidemic/Pandemic

All employees who have traveled to an epidemic/pandemic location for humanitarian or personal reasons must notify their managers prior to returning to work. Failure to disclose travel shall result in corrective action up to and including termination. Managers will contact their HR Business partner to initiate Administrative Leave.

If exposure is the result of the employee's voluntary travel, and an employee is admitted to quarantine, HFHS will not provide salary continuation; however the employee will be allowed to use their full CTO/PTO balance.

Upon return from an epidemic/pandemic location, all employees may be required to be placed on an Administrative Leave for a designated time frame that will be determined by Human Resources after consultation with Infection Control. At the end of quarantine period, the employee will need to obtain a release to return to work from their treatment provider indicating that they have completed the quarantine and are free of symptoms. This provider release will be sent to Employee Health, who will consult with Infection Control, for final clearance to return to work. Questions about the travel location and potential contact with epidemic/pandemic infected individuals may be asked to assist Infection Control to determine eligibility of return. No employee shall be allowed to return to work until Infection Control has given the final clearance.

If an employee is exposed to an epidemic/pandemic as a result of patient care at HFHS and is admitted to quarantine by Infection Control, HFHS will provide salary continuation.

Related Policies:

Americans with Disabilities Act (ADA) 4.11
Transitional Work Program (TWP) 6.21
Attendance Policy 5.17
Corrective Action Program 5.02