

	Non-FMLA Medical Leave Policy	Type:	Tier 2
		Effective Date:	June 2013
		Revised Date:	July 2015
		Contact:	Human Resources
Approval Signature: <i>Cheryl E. H. Locke</i>		Date Approved:	
Typed Name and Title: Cheryl E. H. Locke, Vice President and Chief Human Resources Officer			

1) General Policy Statement

It is the policy of Wake Forest Baptist Medical Center to provide staff/faculty members with non-job protected leaves of absence for qualifying reasons. This policy is in place for staff/faculty members with a serious health condition who have exhausted their FMLA or do not qualify for FMLA.

- a) Scope: All WFBMC staff and faculty, including leadership
- b) Responsible Department/Party/Parties:
 - i. Policy Owner: Human Resources
 - ii. Procedure: Human Resources
 - iii. Supervision: Human Resources
 - iv. Implementation: Human Resources

2) Definitions

For purposes of this policy, the following terms and definitions apply:

- c) **WFBMC:** Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.

3) Policy Guidelines

a) General Guidelines

Staff/faculty members who do not meet the eligibility requirements for a leave under the Family and Medical Leave Act (FMLA) may request a non-FMLA medical leave of absence when they have a medical qualifying event. The staff/faculty member must submit medical certification in support of the request for leave if the request is for more than three days of consecutive absence.

- i. A staff/faculty member who has exhausted leave under the FMLA and who continues to suffer from a serious health condition may request an extended medical leave up to a total of six months including the 12 weeks of FMLA leave.
- ii. Non-FMLA Medical Leave is only available for a staff/faculty member's serious health condition and may not be taken on an intermittent basis. The total amount of leave cannot exceed six months.
- iii. Staff/faculty members who do not qualify for FMLA and have a family member with a serious health condition should apply for a personal leave of absence.

b) Reinstatement

Non-FMLA medical leaves do not carry a guarantee of reinstatement.

c) Pay and Benefits While on Non-FMLA Medical Leave

- i. If a Non-FMLA medical leave is granted, the staff/faculty member must utilize all accrued time off before going into an unpaid leave status.
- ii. The Medical Center will continue to pay the employer share of benefits. Staff/faculty members are responsible to pay the staff/faculty member portion of their benefits either by payroll deduction, through their use of accrued paid time or through monthly payments.

d) Certification Forms

When a non-FMLA leave is for a serious health condition of the staff/faculty member, the staff/faculty member will be required to provide the following forms, available on the [Leaves of Absence](#) page:

- i. Employee Leave Request Form
- ii. Certification of Health Care Provider for Employee's Serious Health Condition
- iii. Physician's Release to Return to Work Form

4) Review/Revision/Implementation

- a) Review Cycle: This policy shall be reviewed by Human Resources at least every three years from the effective date.
- b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.