



Policy Statement-FMLA and Maternity Leave for Staff and Administration

Below are the guidelines under which JCU employees may be granted paid maternity leave. Also described is how the paid maternity leave guidelines interact with the Family Medical Leave Act (FMLA) of 1993. These guidelines are effective immediately and supersede previous policies or practices concerning maternity leave requests.

Paid Maternity Leave – Full-time employees who have been with the university for at least one year and who are pregnant will be entitled to six (6) weeks paid maternity leave. Maternity leave is an approved period of absence related to pregnancy or the birth of the employee’s child. A paid maternity leave will normally begin no earlier than two (2) week before the due date of the child and will not extend beyond six (6) weeks after birth. (Exceptions to the timing of paid leave may be granted when medically necessary as certified by a health care provider or when negotiated by the employee and the supervisor, subject to approval by Human Resources). All group insurance benefits will continue during an approved maternity leave.

Family and Medical Leave Act (FMLA) of 1993 – The FMLA requires covered employers to provide up to twelve (12) weeks of job-protected leave to “eligible” employees, for certain family and medical reasons. Employees are eligible if they have worked at JCU for at least twelve (12) months and for at least 1,250 hours over the previous twelve (12) months. Among the FMLA qualifying circumstances is the birth or adoption of a child or the foster care placement of a child. All paid maternity leave time will be counted toward the employee’s FMLA time. Assuming they have not used up the allotted FMLA time, employees may be eligible additional FMLA leave.

Use of Other Paid Time – When requesting maternity leave beyond six (6) weeks paid time, employees will be required to use up paid personal or vacation time. All such time will be counted toward the twelve (12) week FMLA leave and must be documented based on department head and Human Resources approval.

Requesting Maternity Leave – Because maternity leave is foreseeable, the employee must ordinarily provide 30 days advance notice. An employee planning to request paid maternity leave must arrange the details of the leave with her supervisor. The return date will, normally, be the first business day following the end of the approved maternity leave unless:

- The employee’s physician provides medical certification the employee is unable to return
- Additional FMLA time has been agreed upon between the employee and supervisor and approved by Human Resources.

An employee who does not return from an approved maternity or FMLA leave will be considered to have voluntarily terminated her employment.

Leave, of any duration (i.e. whether short or long term, paid or unpaid), must be requested through, and approved by the Human Resources department of John Carroll University. All appropriate forms and paperwork for leave requests are available in the Human Resources Department located in Rodman Hall.