

BOWDOIN COLLEGE

FAMILY AND MEDICAL LEAVE POLICY

All College employees may be entitled to family and medical leave under the federal Family and Medical Leave Act (“FMLA”) and/or the Maine Family Medical Leave law when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all College employees who may be eligible for either or both types of family and medical leave. This policy should be directed to Human Resources.

A. The Federal Employee Eligibility Periods

College employees who have been employed for at least 12 months and have worked at least 1,250 hours in the previous 12 months are eligible for FMLA leave under the federal law.

There are two types of eligibility periods under the federal law as described below.

1. 12-Month Period for Birth, Adoption or Placement for Adoption or Foster Care; Serious Health Condition Purposes; Qualifying Exigency*

There is a 12-month eligibility period for 12 weeks of FMLA leave taken for the following qualifying purposes:

- a. Medical leave when the employee is unable to work because of a serious health condition;
- b. Care for an immediate family member of the employee (spouse, domestic partner, child, or parent) with a serious health condition;
- c. Birth and care of the newborn child of the employee;
- d. Placement with the employee of a son or daughter for adoption or foster care; or
- e. “Qualifying exigency leave”* for an employee whose spouse, domestic partner, child or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign

certification (or other certification appropriate to the particular request) supporting the leave request.

When the College has reason to believe that an employee

Family and Medical Leave Categories and Employee Eligibility*

Leave Category	Amount of Leave Available	Employee Eligibility Requirements
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Federal

1. Employee's serious health condition.
2. Care of spouse/domestic partner/child/parent with serious health condition.
3. Birth and care of employee's newborn child.
4. Placement of child for adoption, foster care.
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