

Certification

Stanford may require appropriate medical certification prior to granting a leave and for an extension of a leave. Stanford may also require a fitness for duty report prior to return to work.

Reinstatement Rights

Restoration to the same or equivalent position is assured for any approved leave of absence from Stanford, including Family Leave. At the conclusion of leave, all benefits, salary, and other terms and conditions of employment pick up as if the employee had not been away from work.

Limitations on Leave

The 12 work weeks of Family Leave should generally be taken in blocks of time (two weeks minimum), but if medically necessary, can be taken on an intermittent or reduced schedule basis. Leave for the birth or placement for adoption or foster care must commence within one year from the date of birth or placement. The total leave period may not exceed 12 weeks in a calendar year (January 1 - December 31).

Applicability to Faculty

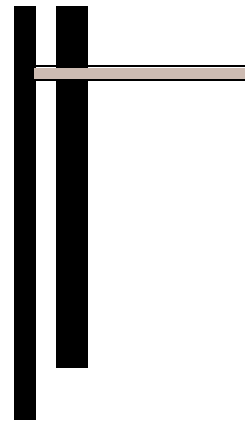
For information on how the provisions of the California Family Rights Act and the federal Family and Medical Leave Act apply to faculty, please contact Faculty Affairs in the Provost's Office at 723-4829.

Non-Discrimination Policy

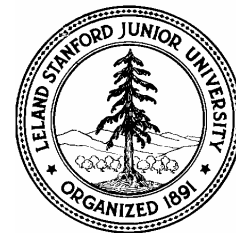
It is the University's policy that there shall be no discrimination or retaliation of any kind against employees who request or take Family Leave pursuant to this policy.

If You Have Questions

Any request for Family Leave should be discussed with your supervisor. Questions that cannot be answered by your supervisor or department administrator should be referred to your local Human Resources Officer or an Employee Relations Specialist. If you don't know who these people are in your organization, call the HR Employee & Labor Relations Office at 723-2191 for the appropriate referral.



Understanding the Family Leave Acts





Your Rights under Family Leave at Stanford

Stanford University provides its employees in the State of California up to 12 weeks of unpaid leave in a 12-month period between January 1 and December 31 annually under the California Family Rights Act (CFRA) and the Federal Family and Medical Leave Act (FMLA). When a new child joins the family or if a serious family or personal medical problem occurs, employees do not have to choose between taking time off to attend to such critical events and losing employment and health insurance coverage.

Unlike many employers, Stanford University has had “family friendly” leave policies for many years. For example, employees are allowed to use their own sick leave to care for ill family members, infant care leave has been available to parents who wish to spend time at home with a new child, and the broad category of “personal leave” has also been an option for employees who need to take extended absences. The state and federal family leave laws simply strengthen Stanford employees’ rights to take such leave, as well as mandating that the University continue health benefit contributions.

Reasons for Leave

Eligible employees are assured leave for any one or more of the following reasons:

- to care for a newborn child of the employee, or of a child placed with the employee for adoption or foster care;
- to care for a spouse (at Stanford includes same-sex domestic partner) child, or parent who has a serious health condition, or;
- the employee’s own serious health condition.

Definition of “Serious Health Condition”

This includes any illness, injury, impairment, or physical or mental condition serious enough to involve hospitalization, in-patient care in a residential medical facility, or continuing treatment or supervision by a health care provider.

Eligibility

Eligible employees are those who have been employed by Stanford (in California) for at least 12 months and for at least 1,250 hours of service during the 12 months preceding the request for leave. An employee is not eligible if he/she has already used the maximum yearly leave provided by law.

Continuation of Benefits

During Family Leave, the University continues its contribution toward the employees’ group health plan, dental plan, and life insurance coverage. The employee remains responsible for his/her own portion of the premium. To cancel coverage while on leave,

employees must complete a form available in the Office of Total Compensation to reject any or all benefits. If benefits are not canceled, accrued premiums will be deducted from paychecks upon the employee’s return from leave until the balance is paid in full.

Effect on Wages

Family Leave is unpaid. As with regular disability leave, however, an employee may use (or be required to use) accrued sick and/or vacation leave while on Family Leave. Vacation may be used to continue salary when an employee is on leave to care for a new child, and sick leave may be used during family illness as outlined in Administrative Guide Memo 22.6.

Accrual of Vacation and Sick Leave

Vacation and sick leave do not accrue while an employee is on Family Leave unless the employee continues to receive salary by drawing from previously accrued vacation or sick leave.

Notice Requirements

Employees are expected to provide at least 30 days advance notice of the need for Family Leave, when the need for leave is foreseeable (i.e., anticipated birth or adoption; a planned medical treatment). A “Request For Leave” form should be completed by the employee or supervisor. It is the University’s responsibility to identify Family Leave-qualifying situations and record such leave toward the employee’s 12-week entitlement. If an employee’s return date changes, the employee must give their department reasonable notice (no less than two business days) of the new return date.