









X

Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. This includes, but is not limited to, whether the employee is unable to perform job functions, whether the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified.

- x Foreseeable Leave (Example: births, adoptions, foster care, planned medical treatments) Employees must provide at least thirty (30) days notice prior to the start of the leave, unless it is impractical to do so because of the lack of information concerning the leave commencement date, in which case the notice must be given as soon as such information is available to allow notice. Employees must make reasonable efforts to schedule leave for planned medical treatments so as not to unduly disrupt the College's operations.
- x Unforeseeable Leave (Unplanned medical treatment, unplanned qualifying exigencies due to calls to active duty) If employee seeks leave for leave that was not foreseeable, notice must be provided within 2 workdays if unusual circumstances prevent notice from being provided, then notice must be provided as soon as practicable.
- x Clarification of Requests If the College needs clarification about the request or potential need for FMLA leave, the employee must cooperate and promptly respond to requests for such clarification. Failure to do so may result in a denial of leave.

Section 2.12 Substitution of Paid Leave During Unpaid FMLA Employees are not entitled to receive pay while on FMLA leave. However, employees may choose, or the College

leave began. If the employee was not covered by a group health benefit prior to taking FMLA leave, they will not be eligible during leave. If an employee decides not to continue insurance coverage during the leave, the employee's insurance will be reinstated upon the employee's return to work. Any changes made to the health insurance plan during the leave will apply to the employee in the same manner as if he/she were actively working.

Section 3.3 Payment of PramsTc 0.194 Tw T\* [(co)-4(v Tc86(e)4(c)4:1dS-sTc 0.194Tj -u(

## SECTION 5. Coordination of Wisconsin and Federal FMLA and Other College Leave

Section 5.1 Concurrent Leave Calculation Eligible employees may take any combination of Wisconsin or Federal Family and Medical Leave, but these entitlements run concurrently (except for care of a qualified servicemember, which is defined above). The beginning of a twelve (12) week period which qualifies under both laws is a combination of Federal and Wisconsin leave, and any leave extending after the Wisconsin leave expires is solely Federal leave. When separate 12 month periods are used for Wisconsin and Federal FMLA, the leave will run concurrent when both are available at the time of the leave.

Section 5.2 Matching Rights and Restrictions When an employee requests leave, the

described in this policy, but employees will not be entitled to exercise legal remedies under either the state or federal FMLA law.

## SECTION 7. Prohibitions Relating to FMLA Leave

### Section 7.1 Prohibition on Harassment or Retaliation by Employees