# NV-PIC Family & Medical Leave Policy

* **Family & Medical Leave:** WICHE provides interns with up to 12 work weeks of unpaid, job-protected leave within a 12-month period and provides health benefits during the leave (up to 12 weeks). Unpaid leave may be granted in the following circumstances: intern serious health condition\*, pregnancy-related disability, father’s attendance at birth of child, parent’s care of newborn, if completed within 12 months following birth of child, placement of a child with intern for adoption or foster care, serious health condition of intern’s child under 18 years, or older child if disabled, or serious health condition of intern’s spouse or parent.
* **Requesting Leave:** Whenever possible, interns must notify WICHE Human Resources at least 30 days prior to the leave of absence. Requests for leave should be made in writing to Human Resources, stating the reason for the leave, the starting date, and the planned date for return to work.
* **Disability Insurance:** During parental leave, interns may be granted up to 6 weeks (for vaginal delivery) or up to 8 weeks (for C-section delivery) of temporary disability insurance payment. This amounts to 60% of average weekly wages during the designated time period. Disability payments for other types of medical leave are also paid at 60% and length of disability payments vary depending on the medical condition and when the doctor releases the patient to return to work. A maximum of 173 days is allowed under the short-term disability insurance plan.
* **Health Insurance:** If an intern is currently covered by WICHE’s insurance plans, these benefits continue for interns on family or medical leave. WICHE will pay for intern (and any eligible dependents’) insurance premiums while on unpaid leave. If the intern is able, but does not return to work after the expiration of the leave, the intern will be required to reimburse WICHE for payment of insurance premiums during the leave. Children may be added to the intern’s health insurance policy if coverage is elected within 30 days of the birth or adoption. Children also can be added to the intern’s health insurance within 30 days of the date of birth or 30 days of another qualifying event such as loss of coverage. Please contact Human Resources for more information.
* **Return to Work:** Interns must contact WICHE Human Resources at least two days before their first day of return from leave. If the leave is for an intern’s own serious health condition, the intern must provide medical certification verifying ability to return to work. Failure to return to work on the day after the expiration of leave may result in termination of employment. If the intern is unable to return to work, the intern must provide medical certification no less than two days before the anticipated return date.
* **Hours Supplementation:** Interns are required to complete a 12-month, 2000 hour internship. The number of workdays taken off during a leave of absence will be added as an extension to the training year. The intern should work closely with their site supervisor and the NV-PIC Training Director to develop a plan to complete all required training experiences upon return from leave. The timeline for evaluations will be adjusted on a case-by-case basis; upon return from leave, the NV-PIC Training Director, the site supervisor, and the intern will agree on a timeline for when formal evaluations will occur. The intern must complete the full 12 months of training, achieve 2000 training hours, and receive satisfactory ratings on the final Intern Evaluation Form in order to complete the internship.
* **Maximum Length:** Interns must complete all requirements for completion of the internship no later than 18 months after the start of the internship.

\*A serious health condition is defined as follows (§825.113):

1. For purposes of FMLA, serious health condition entitling an employee to FMLA leave means an illness, injury, impairment or physical or mental condition that involves inpatient care as defined in §825.114 or continuing treatment by a health care provider as defined in §825.115.
2. The term incapacity means inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.
3. The term treatment includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
4. Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not serious health conditions unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness or allergies may be serious health conditions, but only if all the conditions of this section are met.