

University Enterprises, Inc. Policies and Procedures		Policy No. 516
Section:	Human Resources	
Policy:	Pregnancy Disability Leave	
Revised Date:	December 11, 1998	

Pregnancy Disability Leave

I. PURPOSE

To provide pregnancy disability leave for regular employees who are disabled by pregnancy, childbirth or related medical conditions.

II. SCOPE

This policy applies to all female University Enterprises, Inc. (UEI) regular employees.

III. POLICY

Employees disabled due to pregnancy, childbirth or related medical conditions may take a pregnancy-related disability leave.

This leave may be in addition to any leave to which the employee may be entitled under UEI's Family Care and Medical Leave policy.

IV. PROCEDURE

- A. Request for Leave: Employees shall provide written notice to UEI of their need for pregnancy disability leave, and the anticipated timing and duration of the leave. For foreseeable events, the employee must provide 30 days advance notice of the need for such leave. The employee must consult with her supervisor and make a reasonable effort to schedule any planned medical treatment so as to minimize disruption to the operations of UEI. For events that are unforeseeable 30 days in advance, the employee must notify UEI as soon as practicable. All requests should be made to the employee's supervisor who will forward the request to Human Resources.
- B. Amount of Leave: An employee is entitled to pregnancy disability leave (whether unpaid, using sick and/or vacation pay, or both) for the period of time the employee is actually disabled by pregnancy, up to a maximum of four months.
- C. Terms of Leave: Pregnancy disability leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by the employee's health care provider. If it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule because of childbirth, pregnancy or related condition, UEI may require the employee to transfer temporarily to an available alternative position. The employee must be qualified for the alternative position, and the position must better accommodate recurring periods of leave than the employee's regular job. Transfers to an alternative position may include temporarily altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

- D. **Effect of Leave on Benefits:** During an employee's approved pregnancy disability leave, UEI will continue to pay the employer's portion of the employee's customary medical, dental and life insurance premiums for a maximum of four months.

If the employee fails to return from the leave for a reason other than a condition that would qualify for additional leave under the Family Care and Medical Leave policy, UEI may at its option require the employee to reimburse UEI for any health, dental and life insurance premiums paid by UEI on the employee's behalf during any unpaid periods of the leave. At UEI's option, the employee may also be required to reimburse UEI for such insurance premiums paid during the employee's unpaid leave if, upon the employee's return, the employee requests and is granted a reduced work schedule for which such benefits would not be paid by UEI.

- E. **Accrual of Service Credit:** Employees on pregnancy disability leave accrue employment benefits, such as sick leave, vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.
- F. **Medical Certification:** Any request for pregnancy disability leave must be supported by written medical certification from a health care provider. The employee must provide the required medical certification within 15 calendar days after UEI's request for the certification, unless it is not practical under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being asked to do so may result in a denial of the employee's continued leave. Any request for an extension of leave also must be supported by an updated written medical certification by the employee's health care provider.

The medical certification for the leave shall include:

- a. the date, if known, on which the pregnancy-related disability commenced;
- b. the probable duration of the disability; and
- c. a statement that, due to the pregnancy-related disability, the employee is unable to perform one or more of the essential functions of her position.

Before permitting the employee to return to work, the employee must provide written medical certification that she is able to return to work. A fitness for duty exam may then be required.

- G. **Use of Paid Leave Benefits:** The employee taking an approved pregnancy disability leave may elect to use her accrued sick leave or accrued vacation leave during any otherwise unpaid portion of her pregnancy disability leave.
- H. **Return to Work:** Employees returning from pregnancy-related disability leave are entitled to reinstatement to the same or comparable position consistent with applicable law. University Enterprises, Inc. retains the right to deny reinstatement when such reinstatement would substantially undermine UEI's ability to operate its business safely and efficiently.

- I. Failure to Return: An employee's failure to return from a pregnancy disability leave of absence, unless followed by another approved leave of absence, or an employee's failure to present reasons for not returning as arranged will be considered abandonment of the position and may result in immediate termination of employment.

V. RELATED POLICIES

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| Policy No. 505 | Vacation |
| Policy No. 515 | Sick Leave |
| Policy No. 520 | Family Care and Medical Leave |
| Policy No. 545 | Personal Leaves of Absence |
| Policy No. 550 | Disability Leaves of Absence |
| Policy No. 555 | Extraordinary Leaves of Absence |
| Policy No. 925 | Fitness for Duty Exam |