

# AUI Family Leave Policy –Full policy is available on the HR Website.

The NRAO Family Leave Policy is designed to provide its employees, both male and female, with paid time off from work so they can attend to health related care of family members. The policy also allows for modified work scheduling when feasible. The policy is effective April 1, 2017.

## Birth, Adoption or Foster Care

Special “Parental Leave” coverage is provided to benefits eligible employees for the birth of the employee’s own child, or the placement of a child with the employee in connection with adoption or foster care. Coverage under this policy begins 6 months after the employee’s hire date. Parental Leave is separate from other AUI paid leave coverage and provides four (8) weeks (320 hours) of paid leave per 12 month period. Use of this leave is time limited, whereby the employee has a maximum of sixteen (16) weeks to use this leave starting on the date of birth or adoption/foster care. Any unused hours following this sixteen (16) week period are automatically forfeited. If both parents are AUI employees, paid leave under this policy would be shared with the maximum combined paid leave of (8) weeks (320 hours) per 12 month period.

Both, however, continue to be entitled to Family Medical Leave Act leave, if eligible, as described below.

Requests for Parental Leave for the birth, adoption or foster placement of a child must be made to the employee’s department head 30 days in advance of the event, or as much notice as practicable if the leave is not foreseeable. Final approval is made by the NRAO AD of Human Resources. Family and Medical Leave Act (FMLA) documentation must also be completed before Family Leave can be approved. Family Leave shall run concurrently with FMLA leave, if applicable. FMLA leave beyond the 320 hours of paid Parental Leave is unpaid unless the employee chooses to use qualified sick and/or vacation time. Employees should refer to the Leave of Absence Policy regarding unpaid leave and the continuation of insurance coverage.

## Care of Family Members

Employees may use up to 80 hours of accrued sick leave per calendar year to care for seriously ill or injured family members. An additional 40 hours of accrued employee sick leave may be used for serious medical conditions (inpatient care, incapacitation for more than three days, chronic serious health conditions, long-term incapacity, treatment to prevent incapacitation, or restorative surgery) with prior approval from the NRAO AD of Human Resources. Eligible family members include the employee’s spouse, children, or parents. Employees may also use this leave to care for their stepchild if the child resides in the employee’s home. Employees must notify their supervisor that the leave is being used to care for a family member and mark the ETK time report appropriately. Eligible part-time employees may use sick leave to care for family members under the same conditions as fulltime employees, using the pro rata equivalent of up to ten sick days for such purposes.

## Doctor or Dentist Visits

Employees are expected to arrange for doctor or dentist appointments outside of working hours. If alternate arrangements cannot be made, the supervisor may authorize an employee up to 32 hours of excused absences per year for doctor or dentist appointments for the employee and his/her eligible family members. **Eligible family members include the employee’s spouse, children\*, or parents.** Such absences will be charged in minimum units of one-quarter hour. Once the 32 hours have been used, it will be necessary for the employee to charge any subsequent visits to accrued vacation or leave without pay with the exception of annual well doctor and dentist visits, whereby the employee’s accrued sick leave balance may be charged. This policy provision is meant to cover visits scheduled when an employee otherwise would be at work. When an employee (only) is sick and otherwise would not be at work, such visits are chargeable to sick leave. Visits not wholly related to health, such as examinations for insurance, driver’s physical, etc., are not covered by this policy.

\* Children include: adopted, step, or foster child if the child resides in the employee’s home.