

## **Stanford Health Care**

### **LEAVE OF ABSENCE POLICY SUMMARY**

**Definition of Leave of Absence:** A leave requested for a period of time off for disability due to a “serious health condition”, family care, education, military service and other such needs. A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or a period of incapacity that involves continuing treatment by a health care provider.

**FMLA (Family and Medical Leave Act) and CFRA (California Family Rights Act) Eligibility:** Must have worked at Stanford Health Care for at least 12 months and 1250 hours within the last year. Any eligible time within the past seven (7) that the employee worked at LPCH or SHC will be utilized to bridge 12 months of service. For those that move from LPCH to SHC with no break in service or received severance, eligible hours worked at LPCH will count to meet the 1250 hours.

**Family Medical Leave Act:** Time off for 4 or more calendar days due to a “serious health condition” of self, spouse, parent or child.

**California Family Rights Act:** Runs concurrent with FMLA, with the exception of leave taken for disability due to pregnancy, childbirth, or related medical condition. Commonly referred to as ‘baby bonding’, however CFRA also covers registered domestic partners the same as it covers spouses.

**Intermittent FMLA:** Time off taken on an intermittent basis for the “serious health condition” of self, spouse, parent or child.

**Hospital Medical, Personal, Education and Military Leave:** An extended period of time-off taken for a “serious health condition”, either work related or non-work related; personal absence not covered by other leave categories; education related absence to pursue education pertinent to SHC employment; military service to enter into active duty with the Armed Forces or the National Guard. For Personal Leave or Military Active Duty Training Periods, an extended period of time-off is defined as 15 or more calendar days.

**Maximum Duration of any leave of absence:** Limited to 6 months in any 365 calendar-day period unless otherwise required by law, collective bargaining unit or extended by approval of a Personal LOA. The same or similar position is not guaranteed for anyone on a LOA or combination of LOAs which extends beyond 6 months unless required by law or collective bargaining unit. Six months are calculated as a period looking back 365 days from the first day of the requested leave.

**Benefits:** Includes all benefits in which employee was participating at the commencement of the leave.

**Full premium:** Employee and employer contribution

**Maximum Duration of Benefits (Health and Welfare) Eligibility:** Limited to 6 months in any 365 calendar-day period unless otherwise required by law or collective bargaining unit.

**PTO Election:** Employee may make a “new” PTO use election **each time** the leave category changes such as from a Medical (Pregnancy) to Family Care leave.

**Adjusted Hire Date:** No change for leaves of 6 months or less in duration. Date adjusted for leaves that continue beyond 6 months unless the LOA is required by law.

**Trial Period:** If an employee begins an LOA prior to completion of her/his trial period (within 6 months of employment), the trial period will be extended by the length of the LOA.

**Calendar Year Calculation:** A 365 day calendar year is calculated as a one-year looking back period from the first day of the requested leave.

**Break in Service:** A break in service is defined as having a termination date from LPCH this is not within the pay period immediately preceding the pay period in which the employee commences employment with SHC.

	Definition	Eligibility	Maximum Length	Reinstatement Eligibility	Use of PTO/ESL During Leave	Benefits Coverage & Premiums
<b>Medical (non-pregnancy)</b>	Treatment or recuperation from illness or injury (including Workers' Compensation) or employee's own serious health condition.	At any time for Workers' Compensation; otherwise upon completion of trial period. Time off must be certified by physician.  FMLA and CFRA run concurrently if employee is eligible for FMLA and CFRA.	Up to 6 months.  Combined Medical (pregnancy), Family Care, and/or Personal LOAs limited to 6 months unless otherwise required by law or collective bargaining unit.  <u>CRONA</u> - Duration of the leave or combination of LOAs limited to 6 months (7 months if 15 years of service or more and leave is for employee's own medical condition) unless otherwise required by law: Same or similar position, but not necessarily the same unit.	Duration of the leave not to exceed 6 months: Same or similar position.  <u>CRONA</u> - Duration of the leave or combination of LOAs limited to 6 months (7 months if 15 years of service or more and leave is for employee's own medical condition) unless otherwise required by law: Same or similar position, but not necessarily the same unit.	PTO/ESL* will automatically be paid during any waiting period for benefits from the California State Disability Insurance (SDI) plan and, if the employee is enrolled, the voluntary Short Term Disability (STD) plan.  After the waiting period for SDI and STD benefits, the use of PTO is optional. If PTO is elected, it may be coordinated with SDI and STD benefits up to 100% of the employee's pre-disability pay.  Employees may not change their PTO election unless their leave category changes.  <u>CRONA</u> - The use of PTO/ATO to supplement any part of a medical leave is at the employee's option.  *ESL will be paid as of the consecutive shift absence or if hospitalized, as of the first day.	Benefits may be continued for a <b>maximum</b> of 6 months in any one 365 day period unless otherwise required by law or collective bargaining unit. <b>Health Benefits.</b> If the employee is receiving PTO or, is eligible for FMLA/CFRA, contributions are the same as active employees. After benefits exhaust, health benefits may be continued through COBRA. <b>Other Benefits*</b> The Hospital continues to pay for Basic Life and Basic LTD insurance. <b>Parking permits</b> - if you do not return your permit, you will be responsible for the cost of the permit. <b>When PTO ends:</b> Any benefit premiums that are not collected while on leave, or if you do not return from leave, you are agreeing to authorize the collection of these premiums through payroll beginning with your next payroll check. Your benefit deductions will be your current cost + one <u>additional until premiums are up to date.</u>
<b>Medical (pregnancy)</b>	Treatment or recuperation from disability due to pregnancy,	At any time. Must be certified by physician.  FMLA runs	Up to 17.3 weeks eligibility under FEHA.  A medical LOA may be granted if disability	Duration of the leave not to exceed 6 months unless otherwise required by law: Same or similar position.	ESL(same as above) will automatically be paid during any waiting period for benefits from the	Benefits may be continued for a maximum of 6 months in any one 365 day period unless otherwise required

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	<p>childbirth, or related conditions.</p>	<p>concurrently with FEHA if employee is eligible for FMLA.</p> <p>CFRA runs concurrently with medical leave of absence which extends beyond 17.3 weeks if employee is eligible for CFRA.</p>	<p>period extends beyond 17.3 weeks and employee meets eligibility requirements for medical LOA. Combined LOAs limited to a maximum of six months unless otherwise required by law.</p> <p><u>CRONA</u> - Duration of the leave or combination of LOAs limited to 6 months (7 months if 15 years of service or more and leave is for employee's own medical condition) unless otherwise required by law: Same or similar position, but not necessarily the same unit.</p>	<p><u>CRONA</u> - Duration of the leave or combination of LOAs limited to 6 months (7 months if 15 years of service or more and leave is for employee's own medical condition) unless otherwise required by law: Same or similar position, but not necessarily the same unit.</p>	<p>California State Disability Insurance (SDI) plan or, if the employee is enrolled, the voluntary Short Term Disability plan. The use of PTO to supplement the waiting period is at the employee's option.</p> <p>After the waiting period for SDI and STD benefits, the use of PTO is optional. If PTO is elected, it may be coordinated with SDI and STD benefits up to 100% of the employee's pre-disability pay.</p> <p>Employees may not change their PTO election unless their leave category changes.</p> <p><u>CRONA</u> – The use of PTO/ATO to supplement any part of a medical pregnancy leave is at the employee's option.</p>	<p>by law or collective bargaining unit.</p> <p><b><u>Health Benefits</u></b> Same as above</p> <p><b><u>Other Benefits*</u></b> <b><u>Parking Permits.</u></b> <b><u>When PTO Ends</u></b> Same as above</p>

<p><b>Family Care</b></p>	<p>Adoption of a child or care for a newborn (baby bonding).</p> <p>Care for a family member with a serious health condition that requires the presence of the employee.</p>	<p>FMLA or CFRA eligible. Must be certified by physician unless for bonding with newborn or adoptive child.</p>	<p>Up to 12 weeks.</p> <p>Combined Medical (pregnancy), Family Care, and/or Personal LOAs limited to 6 months unless otherwise required by law.</p> <p><u>CRONA</u> - Duration of the leave or combination of LOAs limited to 6 months unless otherwise required by law: Same or similar position, but not necessarily the same unit.</p>	<p>Duration of the leave or combination of LOAs limited to 6 months unless otherwise required by law: Same or similar position.</p> <p><u>CRONA</u> - Duration of the leave or combination of LOAs limited to 6 unless otherwise required by law: Same or similar position, but not necessarily the same unit.</p>	<p>PTO will automatically be paid during any waiting period for California State Paid Family Leave (PFL) Benefits.</p> <p>After the waiting period, if any, for PFL benefits, the use of PTO is optional. If PTO is elected and the employee is not receiving PFL benefits, it must be used at full commitment. Otherwise, PTO may be coordinated with PFL benefits up to 100% of pay.</p> <p>Employees may not change their PTO election unless their leave category changes.</p> <p><u>CRONA</u> – The use of PTO to supplement any part of a family care leave is at the employee’s option.</p>	<p>Benefits may be continued for a <b>maximum</b> of 6 months in any one 365 day period unless otherwise required by law.</p> <p><b><u>Health Benefits</u></b> Same as above</p> <p><b><u>Other Benefits*, Parking Permits, When PTO Ends</u></b> Same as above</p>
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	Definition	Eligibility	Maximum Length	Reinstatement Eligibility	Use of PTO/ESL During Leave	Benefits Coverage & Premiums
<b>Personal</b>	Leave not covered by other categories. May not be granted when employee engages in other compensated employment.	Completion of Trial period	<p>Manager discretion up to 6 months. If leave is combined with any other leave category, total time off limited to 6 months in a 12 month period unless extension is approved by manager.</p> <p>Extensions may be approved at manager discretion to extend total combined LOA period up to 12 months.</p> <p>Combined Medical (pregnancy), Family Care, and/or Personal LOAs limited to 6 months unless otherwise required by law.</p>	<p>Duration of the leave or combination of LOAs limited to 6 months: Same or similar position but not necessary the same unit or shift.</p> <p>Any extension beyond 6 months: May apply for and be considered for vacant job within department. If job is not offered, employee is terminated upon expiration of LOA.</p> <p><b>CRONA - Duration of up to 3 months:</b> Same or similar position but not necessarily the same unit.</p> <p><b>Duration of up to 6 months:</b> Same or similar position but not necessarily the same unit or shift.</p> <p>Any extension beyond 6 months: May apply for and be considered for vacant job within department. If job is not offered, employee is terminated upon expiration of LOA.</p>	<p>PTO will automatically be paid during any waiting period for California State Paid Family Leave (PFL) Benefits.</p> <p>(Note: PFL benefits may be available even if the employee is not FMLA/CFRA eligible.)</p> <p>After the waiting period for PFL benefits, if any, or if you are not subject to a waiting period, the use of PTO is optional.</p> <p>If PTO is elected and the employee is not receiving PFL benefits, it must be used at full commitment. Otherwise, PTO may be coordinated with PFL benefits up to 100% of pay.</p> <p>Employees may not change their PTO election unless their leave category changes.</p>	<p>Benefits may be continued for a maximum of 6 months in any one 365 day period unless otherwise required by law.</p> <p><b>Health Benefits</b> As long as the employee is receiving PTO, contributions are the same as active employees. When PTO exhausts or employee does not elect to use PTO, employee will be responsible for the full cost of their benefits (employee + employer)</p> <p>After benefits exhaust, health benefits may be continued through COBRA.</p> <p><b>Other Benefits*, Parking Permits, When Benefits End:</b> same as above</p>
<b>Educational</b>	Pursue education pertinent to Lucile Packard Children's Hospital Employment.	Completion of 12 months of full-time regular employment (or equivalent employment in a part-time status of at least 50%) or a	Manager discretion up to one year.	<p>Same or similar position not guaranteed.</p> <p>May apply for and be considered for vacant job within department. If job is not offered,</p>	<p>Required</p> <p><b>CRONA-</b> Required</p>	Benefits may be continued for a maximum of 6 months in any one 365 day period unless otherwise required by law.

	<b>Definition</b>	<b>Eligibility</b>	<b>Maximum Length</b>	<b>Reinstatement Eligibility</b>	<b>Use of PTO/ESL During Leave</b>	<b>Benefits Coverage &amp; Premiums</b>
		combination of such continuous part-time and full-time service for at least 18 calendar months.		employee is terminated upon expiration of LOA.		<u><b>Health Benefits</b></u> Same as Personal Leave  <u><b>Other Benefits*</b></u> same as above
<b>Military</b>	Deployment for military duty for short or extended periods of time.	At any time.	Up to 5 years.	Duration of the leave not to exceed 5 years unless otherwise required by law; same or similar position.	PTO must be used at full commitment.	Benefits may be continued for duration of the leave.  <u><b>Health Benefits</b></u> Up to 31 days or while employee receives PTO, contributions are the same as active employees. When PTO ends, health benefits may be continued through COBRA. <u><b>Other Benefits*</b></u> Same as above

A complete and detailed copy of the Leave of Absence Policy is available on-line under Human Resources Manual/LOA Policy. Should there be a conflict between this summary and the full text of the policy, the policy will govern.

\*CRONA B: Employees have the option to purchase Basic Life and Basic LTD at full cost and are responsible for continuing to pay all premiums associated with these benefits while on LOA.