

parents. Leave taken for the above reasons must end no later than 12 months after the birth or placement. Medical leave taken by two University employees to care for a family member who has a serious health condition consists of a maximum of 12 weeks per employee.

Unlawful Acts by Employers:

The FMLA makes it unlawful for any employer to:

- * Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- * Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

The FMLA provides that:

- An eligible employee may bring a civil action against an employer for violations.
- * The U.S. Department of Labor is authorized to investigate and resolve complaints of violation.
- * Complaints may be filed with the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

Additional information about FML, applications and medical certification forms are available at UI Benefit Services, 415 West Sixth Street, Moscow, ID 83844-4332, (208) 885-3697.

Temporary Help PERSI Participants

Summary of Benefits

University of Idaho
Human Resources

Phone: 208-885-3697
Fax: 208-885-3602
Http://www.uidaho.edu/hrs

Human Resources

Human Resources

Te1: 208-885-3609

- **Annual Leave**

Temporary employees enrolled in PERSI earn .0462 hours for every hour worked. Accumulation is limited to 192 hours maximum. If a temporary employee transfers to a classified, non-faculty exempt or faculty position, their sick leave may be transferred, however, annual leave should be paid off prior to transfer. Upon termination of employment, the employee is paid for unused accrued annual leave.

- **Sick Leave**

Temporary employees enrolled in PERSI earn .0462 hours for every hour worked. There is no maximum accumulation for sick leave. Upon termination of employment, no reimbursement is made for unused accrued sick leave. Sick leave balance is reinstated if re-employed by an Idaho State agency within three years.

- **Holiday Pay**

Temporary employees participating in PERSI who work on a holiday receive regular pay for hours worked plus one-and-one-half times their regular hourly rate of pay (effectively double time and a half); if PERSI individuals do not work, they receive holiday pay equivalent to the average number of hours they would have worked on that day. Working on a holiday requires supervisory approval prior to working on that day.

- **Workers' Compensation**

Workers' Compensation coverage applies to reported job-related injuries and occupational diseases which occur while at work at the University. The benefit covers medical expense reimbursement and partial salary replacement. Premiums are paid by the University. Contact the occupational safety specialist in Environmental Health and Safety, 885-6524, to report an incident immediately and to obtain information on filing a claim. After a claim is filed, employees work with the office of Human Resource Services in obtaining assistance.

- **Compensation for Overtime Work**

Employees whose positions are subject to the overtime provisions of the Fair Labor Standards Act are paid one-and-one-half times their hourly rate for any hours worked over 40 hours in a work week. The University of Idaho work week is defined as the seven-day period beginning on Sunday at 6 a.m. Overtime work must be approved

by the supervisor prior to working it.

- **Idaho-NCPERS:**

This Group Decreasing Term Life Insurance plan helps safeguard your financial obligation in the event of your death, or the death of a covered dependent.

FAMILY AND MEDICAL LEAVE ACT OF 1993

- **Family and Medical Leave:**

Family and Medical Leave is a federal law that provides an eligible employee up to 12 weeks during a rolling 12-month period for birth, adoption or foster care placement of a child, the need to care for a child, spouse or parent with a serious health condition, or for the employee's serious health condition which makes him or her unable to perform the essential functions of his or her job. The 12-month period is a "rolling" 12 months measured forward from the date an employee uses family and medical leave.

Eligibility:

In compliance with the FMLA, the University of Idaho will provide up to 12 weeks of unpaid, job-protected Family and Medical Leave (FML) to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the University of Idaho for at least one year and for 1,250 hours over the 12-month period before leave begins.

Reasons for taking leave:

Unpaid FML will be granted when requested and the basis appropriately documented, for any of the following reasons:

- * The birth of the employee's child; placement of a child with the employee for adoption or foster care;
- * To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- * For a serious health condition rendering the employee unable to perform the employee's job.

Compensations while on leave:

Family and Medical Leave is offered without pay. However, to the extent the employee also qualifies for and elects to use sick leave or annual leave during part or all of the time absent from work, family and

medical leave may be taken with pay. To comply with state payroll reporting requirements, when submitting the request for family and medical leave to Benefit Services; employees need to specify on the form whether sick leave or annual leave will be taken. (See Faculty-Staff Handbook section 3710C regarding the use of sick leave)

Advance Notice and Medical Certification

The employee is expected to provide 30 days advance notice, if possible, to the appropriate dean or director through his or her supervisor and to Benefit Services, when the need for FML is "foreseeable".

- * Medical certification to support the request must accompany all requests for FML. The employee is responsible to supply the completed application and medical certification to Benefit Services as soon as possible or within five days of an "unforeseeable" (emergency) request. The University may require second or third medical opinions (at the University's expense).
- * A "fitness for duty" certification by the attending physician will need to be submitted to Benefit Services prior to return to work in cases where FML is authorized due to a serious health condition of the employee.

Failure to follow any of the above procedures may result in a delay in authorizing leave or authorization to return to work.

Job Benefits and Protection:

- * Upon return from FML, if appropriate, employees may be restored to their original or equivalent positions with equivalent pay, benefits, and reasonable accommodations, if appropriate, according to the Americans with Disabilities Act.
- * The use of FML will not result in the loss of any employment benefits that accrued prior to the start of one's leave.

Both parents are employed by the University:

Family Leave taken for the birth, adoption, or placement of a foster child in a family consists of a single benefit of up to a total of 12 weeks for either parent (but not both parents) or the single benefit may be shared between the