

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 602 Family Leave

Effective Date: 9/1/2003

Revision Date: 09/26/2012

For purposes of this policy and in compliance with notification requirements, CSNT has elected to attach a copy of the U.S. Wage and Hour Division, Department of Labor "*Employee Rights and Responsibilities Under the Family and Medical Leave Act*" notice.

Employees in the following employment classifications (*Policy 201 Employment Categories/Classifications*) are eligible for this benefit subject to additional requirements:

\*Regular full-time employees

\*Regular part-time employees who work 30 hours or more per week

Benefit accruals, such as paid leave or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

If an employee fails to return to work on the agreed upon return date, Community Services will assume that the employee has resigned.

Employees are required to use available paid personal leave during the FMLA absence. The leave will be considered protected FMLA leave and counted against your FMLA leave entitlement.

<ADDITION>>

An employee is responsible for ensuring their portion of their benefits premiums (Medical, Dental, Life, AD&D, Cancer and Accident) are paid while on leave. Earned Personal leave used while the employee is on leave and may cover some of the cost of the benefits. Any remaining cost must be paid to the agency by the employee by the date provided to the employee by the HR Department.

<<END OF ADDITION>

Any questions pertaining to an employee's rights that are not answered in the attached notice as it pertains to FMLA may be submitted in writing to the Human Resources Department.