

Critical Care Leave

Effective July 1, 2010, all regular Staff employees (Exempt and Nonexempt), **except for members of the FOP Sworn Police bargaining unit**, are eligible to apply to use Critical Care Leave as described below:

In situations where an **employee's spouse, or where the employee's parent or child who permanently resides with the employee,** experiences a critical illness or injury such as the following:

- Heart Attacks/Heart Surgeries
- Organ Failure/Transplant
- Cancer requiring inpatient surgery or multiple treatments
- Stroke or other cerebral vascular accident
- Neurodegenerative disease such as Alzheimer's disease or Multiple Sclerosis
- Injuries resulting from a serious vehicle accident
- Care following an extended period of hospitalization

An employee may request to use up to a maximum of thirty (30) days/240 hours of his/her accrued Sick Leave per rolling twelve- (12-) month period to care for the ill/injured family member. Such time shall be pro-rated for employees working less than a 100% appointment.

- A. Employees requesting Critical Care Leave shall apply with supporting medical documentation to University Human Resources (UHR). The application shall include whether the leave is requested to be taken in a single block of time or intermittently; with the concurrence of the employee's Department Head, the employee may utilize some or all of the Critical Care Leave in the form of a reduced work schedule. The employee's application for Critical Care Leave shall include a departmental recommendation whether or not the leave should be granted based on the employee's work and disciplinary record. Periodic updates of medical documentation may be requested but normally not more frequently than once every ten (10) days of leave used under this provision.
- B. The Director of University Human Resources (UHR) will designate a unit within University Human Resources to review the complete application as described in Paragraph A above and will notify that unit employee whether the request has been approved. In the interest of time, if the employee has provided all required information and is notified by the designated UHR unit that the request is being

denied (and the basis for the denial), the employee may request the Director of University Human Resources to review the denial. However, no determination made by University Human Resources, or other issue under this provision shall be the subject of a Grievance under Article 16 of this MOU or Board of Regents Policy 8.00.

- C. In the event that the employee, at any time, fails to comply with requests for information or the circumstances no longer support the need for Critical Care Leave, UHR can suspend or terminate the use of accrued sick leave being taken for Critical Care Leave.
- D. An employee's use of Critical Care Leave as provided under this Section permits the employee to use an additional fifteen (15) days of accrued Sick Leave for a single family member when combined with the fifteen (15) days of Sick Leave for Immediate Family as provided in Section 5(b) of the 2010 Exempt and Nonexempt Memoranda of Understanding and/or Board of Regents VII-7.45 (II)(E)(3), "Policy on Sick Leave" for a total of thirty (30) days.

Instructions:

In order to request Critical Care Leave (which is deducted from an employee's accrued Sick Leave), **employees must complete BOTH the "Request for Critical Care Leave" AND the supporting medical documentation form, the "DOL Certification of Health Care Provider."**

The supporting medical information can be submitted ***directly to Staff Relations***, 2100 Chesapeake Building, College Park, MD (301-405-5885). **DOL Certificate of Health Care Provider:**
http://www.uhr.umd.edu/documents/Certificate_of_Health_Care_Provider.pdf

Employees should submit their Request for Critical Care Leave ***through their Department***, who should forward the completed form to Staff Relations for processing. **Request for Critical Care Leave form:**
http://www.uhr.umd.edu/documents/Request_for_Critical_Care_Leave_Form.doc