



HI-PIC Family & Medical Leave Policy

- 1. Family & Medical Leave:** The Western Interstate Commission for Higher Education (WICHE) provides interns with up to 12 work weeks of unpaid, job-protected leave within a 12-month period, and provides health benefits during the leave (up to 12 weeks). Unpaid leave may be granted in the following circumstances: intern serious health condition or pregnancy-related disability, non-birth parent's attendance at birth of child, parent's care of newborn, if completed within 12 months following birth of child, placement of a child with intern for adoption or foster care, serious health condition of intern's child under 18 years, or older child if disabled, or serious health condition of staff member's spouse or parent.
- 2. Requesting Leave:** Whenever possible, interns must notify WICHE human resources at least 30 days prior to the leave of absence. Requests for leaves should be made in writing to human resources, stating the reason for the leave, the starting date, and the planned date for return to work.
- 3. Health Insurance:** If an intern is currently covered by WICHE's insurance plans, these benefits continue for interns on medical and family leave. WICHE will pay for intern (and any eligible dependents) insurance premiums while on unpaid leave. If the intern is able but does not return to work after the expiration of the leave, the intern will be required to reimburse WICHE for payment of insurance premiums during the leave. Children may be added to the intern's health insurance policy if coverage is elected within 30 days of the birth or adoption.
- 4. Return to Work:** Interns must contact WICHE human resources at least two days before their first day of return from leave. If the leave is for an intern's own serious health condition, the intern must provide medical certification verifying ability to return to work. Failure to return to work on the day after the expiration of leave will normally result in termination of employment. If an intern is unable to return to work, the intern must provide medical certification no less than two days before the anticipated return date.
- 5. Hours Supplementation:** Interns are required to complete a 12 month, 2000 hour internship. The number of workdays taken off during a leave of absence will be added as an extension to the training year. The intern should work closely with their site supervisor and the HI-PIC training director to develop a plan to complete all required training experiences upon return from leave. The intern must complete the full 12 months of training, achieve 2000 training hours, and receive satisfactory ratings on the final Intern Evaluation Form in order to complete the internship.
- 6. Maximum Length:** Interns must complete all requirements for graduation of the internship no later than 18 months after the start of the internship.