

# Medical Leave Benefits

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The College encourages employees to take good care of themselves when experiencing a short or long-term illness. If an employee experiences a personal illness or injury and needs continuous time off to recover, you may qualify for different forms of paid and/or unpaid medical leave.

## Sick Pay

### Non-Exempt Employees

<b>Sick Time</b>	Following a 90-day introductory period, full-time employees accrue 3.69 hours of sick leave per bi-weekly pay cycle which can be accumulated up to 480 hours. Part-time employees receive a pro-rated accrual rate based on normal weekly hours assigned at time of hire.
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## Long Term Disability

Albright College provides long-term disability insurance coverage to full-time, benefit eligible employees in the event that a disability lasts more than 90 consecutive days. The monthly benefit is equal to 60% of your actual monthly base salary, not to exceed \$6,000 per month.

## Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides qualifying employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that your group health benefits be maintained during the leave. You may be eligible for leave if you have worked at Albright College for at least 12 months and at least 1,250 hours over the past 12 months. Leave may be used for the following reason;

- For the birth and care of the newborn child or placement of a child with you for adoption or foster care.
- To take medical leave when you are unable to work because of a serious health condition.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.