

Paid Leave to Care for Family members with Serious Medical Conditions

Employees – Exempt Employee Code

CWU Policy 305-32

Effective: January 22, 2019

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

(1) At the employee's request, accrued paid annual and sick leave, and/or all or part of the personal holiday, shall be granted to care for a spouse or a same or opposite sex domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition, or to care for a child with a health condition that requires treatment or supervision.

(2) For purposes of this section:

- A. “*Child*” means a biological, adopted, or foster child, a stepchild, a child of the employee's domestic partner, a legal ward, or a child of a person standing *in loco parentis* who is:
 - 1. under 18 years of age; or,
 - 2. 18 years of age or older and incapable of self-care because of a mental or physical disability.
- B. “*Parent*” means a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- C. “*Spouse*” means a husband or wife or a same or opposite sex domestic partner, as the case may be.
- D. “*Parent-in-law*” means a parent of the spouse or the domestic partner of an employee.
- E. “*Grandparent*” means a parent of a parent of an employee.

- F. **“Health condition that requires treatment or supervision”** includes:
1. Any medical condition requiring treatment or medication that the child cannot self-administer;
 2. Any medical or mental health condition which would endanger the child’s safety or recovery without the presence of a parent or guardian; or
 3. Any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize the treatment.
- G. **“Serious health condition”** means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e. inability to work, attend school or perform other regular daily activities).
- H. **“Emergency condition”** means a health condition that is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action, and is typically very short term in nature.
1. **“Incapable of self-care”** means that the individual requires active assistance or supervision to provide daily self-care in several of the “activities of daily living” (ADLs) or “instrumental activities of daily living” (IADLs). Activities of daily living include adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.
- I. **“Physical or mental disability”** means a physical or mental impairment that limits one or more activities of daily living or instrumental activities of daily living.

History:

*EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09: Responsibility: EEA Governing Board/Chief of Staff; Authority: President’s Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; 01/22/2019
Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-60-090, June 2025*