



American Inns of Court Family Medical Leave Policy

Effective Date: August 2026

The American Inns of Court offers up to 12 weeks unpaid leave for birth, adoption, foster placement, a serious health condition, or caring for an immediate family member with a serious health condition.

Eligibility

Regular, full-time employees are eligible to take family medical leave after six months of employment. Employee must have worked at least 625 hours in the previous six months. In the case of birth or adoption, the employee must be employed by AIC at the time of the employee's child's birth or placement with the employee for adoption or foster care. At least 30 days prior to the commencement of leave, the employee must:

- Provide a letter of medical necessity from a certified health professional.
- Give notice to their supervisor. Such notice shall include the anticipated date of the child's birth or placement with the employee for adoption or foster care, or otherwise the date on which the medical leave is requested to commence. The notice should also include an estimated return date.

Pay During Leave

Employees will use accrued sick leave first, then accrued vacation leave. Any remaining family medical leave will be unpaid for up to 12 weeks, inclusive of sick leave and vacation leave. Vacation and sick leave accrual discontinues during the periods of leave without pay.

If the employee wishes to work part-time during the 12-week leave period, they shall provide a fitness-for-duty release from a certified health professional attesting that the employee is able to return to work. The employee will be paid for time worked; the remaining time will be considered leave without pay.

Flexible or remote work arrangements after the family medical leave period may be granted by the Executive Director when appropriate. Additional unpaid leave may be granted at the Executive Director's discretion for extraordinary circumstances.

Benefits

Employees enrolled in AIC's health insurance coverage will continue with the same health insurance plan throughout medical leave, and AIC will continue to pay the employer's share of insurance premiums. Those who have given birth are eligible to collect short term disability in accordance with the plan requirements.

Job Protection

While AIC intends to return employees to the same or a substantially equivalent position whenever possible, it reserves the right to make legitimate organizational changes unrelated to the leave if necessary.

Acknowledgment

All applicable individuals must acknowledge and adhere to this policy as part of their role with AIC.



By my signature below, I acknowledge, understand, and agree to comply with this policy. I understand this policy is a general guide to the goals, policies, practices, benefits, and expectations of the American Inns of Court.

(Employee Signature)

(Date)