



Family Medical Leave Policy

Purdue University Global ("PG") provides periods of unpaid Family and Medical Leave ("FML") to eligible employees in accordance with the federal Family and Medical Leave Act ("FMLA") and in accordance with state leave laws where applicable.

Eligibility

To be eligible to take FML, the employee must meet the following requirements:

- The employee must have worked as a Purdue Global employee for at least 12 months; and
- The employee must have worked at least 1,250 hours during the 12 months immediately preceding the requested leave.

Policy

The FML provides eligible employees with up to 12 weeks of unpaid leave during a 12 rolling month period for certain family and medical reasons. During FML, eligible employees are entitled to continue their Purdue Global group health coverage as if they had continued to work their regular schedule. At the conclusion of FML, subject to some exceptions, employees generally have a right to return to the same or to an equivalent position.

Reasons for Leave

The employee may request FML for any of the following reasons:

- Birth/Bonding - for the birth of the employee's child and to care for their newborn child, or for the placement and care of an adopted or foster care child; or
- Family Medical - for the care of the employee's spouse, child, domestic partner, or parent who has a serious health condition;
- Employee Medical - for the employee's own serious health condition that prevents the employee from performing one or more essential functions of the job (please also refer to the Short Term Disability Pay Benefits Policy for information regarding salary continuation benefits).
- Qualifying Exigency – for when a spouse, son, daughter, or parent of the employee is on covered active duty or has been notified of an impending call or

order to covered active duty in the Armed Forces in a foreign country; or

- Injured Service Member – for when an employee is needed to care for a spouse, son, daughter, parent, or next of kin who is either: (1) a current member of the Armed Forces (including the National Guard or Reserves), and undergoing medical treatment, recuperation, or therapy; in outpatient status; or otherwise on the temporary disability retired list, for a serious illness or injury incurred or aggravated in the line of active duty; or (2) a veteran who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the five years preceding the date the veteran undergoes treatment, recuperation, or therapy, and who is undergoing medical treatment, recuperation, or therapy for a serious illness or injury incurred or aggravated in the line of active duty.

Duration of Leave

The employee may be granted up to a total of 12 weeks of unpaid FML within a 12-month period for any of the above reason(s) except Injured Service Member Leave, for which the employee may be granted up to a total of 26 weeks of unpaid FML within a single 12-month period, which begins on the first day the employee takes leave for this purpose and ends 12 months after that date. For other FML leaves, the 12-month period is calculated on a rolling basis, measured backwards from the date the employee uses any FML.

Serious Health Condition

A serious health condition includes an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider as defined in the FMLA regulations.

Birth / Placement Leave

Birth/Placement Leave must be completed within the 12 months immediately following the birth, adoption, or foster care placement of the employee's child. Spouses employed by Purdue Global share the 12 weeks of Birth/Placement Leave unless otherwise required by law.

Reduced Schedule and Intermittent Leave

Subject to applicable law, Birth/Placement Leave may be taken all at once, or it may be taken on a reduced schedule (part-time) basis if approved by Purdue Global Leave Administrator.

FML taken for the employee's own serious health condition, to care for a family

member, or to care for an injured service member may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced work schedule (reducing the usual number of hours the employee works per workweek or workday) if medically necessary. Qualifying Exigency leave also may be taken intermittently or on a reduced work schedule basis. While the employee is on an intermittent or reduced schedule leave for planned medical treatment, Purdue Global may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

Upon approval of the request for intermittent leave or reduced schedule leave, the employee must advise his/her manager at the time of their absence from work if the absence is for certified FML reason. The employee's manager will then report such intermittent/reduced schedule FML used to Purdue Global Leave Administrator. Only the amount of leave actually taken on an intermittent or reduced schedule basis will be counted as FML.

Applying for FML

It is the employee's responsibility to ensure that his/her supervisor has been notified of the need for leave. If the employee's supervisor is absent, he or she must notify their Human Resources department. In all situations, if the employee is absent for more than 3 consecutive days and/or if he or she is hospitalized, he/she must also notify Purdue Global Leave Administrator. The employee should also notify Purdue Global Leave Administrator if there is a need to take FML on an intermittent or reduced schedule basis.

When the need for leave is foreseeable, the employee must provide his/her supervisor and Purdue Global Leave Administrator with at least 30 days advance notice. When the need for leave is not foreseeable, the employee must provide his/her supervisor and Purdue Global Leave Administrator with notice as soon as practical under the circumstances. If the employee is unable to notify his/her supervisor and Purdue Global Leave Administrator of the need for leave, a family member, friend, or other individual must provide notification.

Purdue Global Leave Administrator will send a packet outlining eligibility and rights and responsibilities under FML including, where appropriate, a Health Care Provider Certification form and/or an Authorization for Release to the employee

Failure to provide such notice may be grounds for delay or denial of FML and may result in adverse employment actions. In addition, the employee must comply with Purdue Global's usual call in procedures absent unusual circumstances.

The procedures for applying for FML

- Employee notifies his or her supervisor of the need for a leave of absence.
- Employee applies for leave and contacts the Leave Administrator via **PGNet**.
 1. Access the HR portal on **PGNet** via <https://sites.google.com/a/purdueglobal.edu/pgnet/home>, this webpage can be accessed from any computer or smartphone
 2. Click **HR Support** tab located on top of the page. Under **Employee Benefits**, select **Leave Programs**, here you will find the LOA webpage.
- The employee will be asked for some identifying information such as his or her name, last four digits of the ssn and for the specific nature of the illness or injury.
- Purdue Global Leave Administrator will notify the employee regarding required forms and/or medical certifications to be provided, and they will keep the employee informed on the status of his/her leave, possible salary continuation, and coordination with other applicable federal and state leaves, laws, and payments.
- It is the employee's responsibility to ensure that Purdue Global Leave Administrator receives medical documentation required to substantiate the disability within 15 days of claim initiation. Failure to submit satisfactory documentation in a timely manner will result in a denial of the claim.
- Where applicable, costs associated with securing satisfactory documentation from the medical provider are the employee's responsibility.

Certification Requirements

If the employee is requesting Employee Medical or Family Care Leave, he or she must have their attending health care provider complete a medical certification supporting the need for leave. The certification must include the anticipated start and end dates for the leave, the date on which the condition commenced, and the probable duration of the condition. It must also certify that either the employee cannot perform the functions of the position due to their own medical condition, or that the employee is needed to provide care for an immediate family member with a serious health condition.

If it is determined that the employee's need for leave is on an intermittent or reduced schedule for planned medical treatments, the health care provider must state that such a leave is medically necessary, and provide the required schedule and the duration of planned medical treatment.

As previously noted, the employee must return the completed medical certification directly to Purdue Global Leave Administrator within 15 calendar days of the claim submission to Purdue Global Leave Administrator. Failure to provide certification may result in a denial of or delay in FML. Please note the employee should not return the completed certification form to anyone at Purdue Global.

Purdue Global Leave Administrator may also require periodic re-certification of a continuing serious health condition and or recertification of the continued need for intermittent or reduced schedule leave, subject to applicable law. In addition, Purdue Global may request periodic reports on the employee's status and intent to return to work.

FML Leave is Unpaid

Unless the employee qualifies for salary continuation under the Purdue Global STD Pay Benefits Policy, FML leave will be unpaid. Employees must exhaust any sick, personal, and/or accrued but unused vacation time available before taking any portion and/or remainder of the leave as unpaid, unless otherwise required by law. Any sick, personal or vacation time used during the employee's FML will be counted against their FML time – it does not extend the available amount of time for FML.

Benefits While on FML

During FML, the employee is entitled to continue their Purdue Global group health plan coverage under the same conditions as if the employee had continued to work. During any paid portions of the leave (for example, if the employee is receiving sick, personal and or accrued vacation pay or salary continuation under the STD policy), the employee's regular health insurance premiums will continue to be deducted from their pay. For additional benefits information, please consult the Summary Plan Descriptions, which are available on the HR Portal on PGNet.

Returning from Leave

Upon return from an approved FML that did not exceed the limits set forth in this policy or as otherwise required by law, the employee will be placed in the same position held before the leave or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, subject to any applicable exceptions. However, the employee will have no greater rights to reinstatement or to other benefits and conditions of employment than if the employee had not taken FML.

If the FML request was for the employee's own serious health condition, then the employee must obtain a written release from their health care provider and supply to Purdue Global Leave Administrator prior to their return to work. The employee should not

return to work without receiving verification from Purdue Global Leave Administrator that the return to work date has been confirmed.

If the employee does not return to work as scheduled at the established conclusion of an approved FML, he/she will be considered to have voluntarily resigned from Purdue Global. Failure to comply with any of the provisions or requirements of this policy may result in disciplinary action up to and including termination of employment.

State Leave and Other Laws

This policy will be interpreted and applied in accordance with applicable federal, state and local laws, and to the extent that this policy may conflict with those laws, they are controlling over this policy. Further, Purdue Global retains all available rights and defenses under applicable law, whether or not specifically set forth in this policy.

If state law provides for job protected family or medical leave, the state leave and the FML will run concurrently if permitted by law. The FML does not supersede any state or local law which provides greater family or medical leave rights, and an employee will receive all benefits and protections to which an employee is entitled under any and all applicable leave laws. Should the employee have any questions regarding state leave laws or any aspects of this policy, please contact Purdue Global Leave Administrator at 954-515-3337 or loahelpline@kaplan.com.

Appealing Purdue Global Leave Administrator's Claim Decision

If the employee does not agree with Purdue Global Leave Administrator's initial claim decision, he or she has 5 business days after receipt of written decision from Purdue Global Leave Administrator to appeal. The appeal must be submitted in writing directly to Purdue Global Leave Administrator and must include at least the following information:

- The employee's first and last name
- The employee's claim number
- An explanation why the employee is appealing the initial determination

As part of the appeal, the employee may submit any written comments, documents, records, or other information relating to their claim. Appeals can be submitted to via email at loahelpline@kaplan.com or mail:

**Purdue Global Leave Administrator
1515 W Cypress Creek Rd
Fort Lauderdale, FL 33309**

After Purdue Global Leave Administrator receives the employee's written request appealing the initial determination, the Purdue Global Leave Administrator appeals team will conduct a full and fair review of the claim. Deference will not be given to the initial denial, and Purdue Global Leave Administrator review will look at the claim anew. The review on appeal will take into account all comments, documents, records, and other information that he or she submits relating to their claim without regard to whether such information was submitted or considered in the initial determination. If the initial denial is based in whole or in part on a medical judgment, Purdue Global Leave Administrator will consult with a health care professional with appropriate training and experience in the field of medicine involved in the medical judgment. This health care professional will not have consulted on the initial determination and will not be a subordinate of any person who was consulted on the initial determination. Purdue Global Leave Administrator will notify the employee in writing of its final decision within a reasonable period of time, but no later than 45 days after Purdue Global Leave Administrator's receipt of the written request for review. Except under special circumstances beyond the reasonable control of the FML Plan or Purdue Global Leave Administrator an appeals decision cannot be rendered within the period, Purdue Global Leave Administrator will have up to an additional 30 days to provide written notification of the final decision. If such an extension is required, Purdue Global Leave Administrator will notify the employee prior to the expiration of the initial 45-day period, state the reason(s) why such an extension is needed, and state when it will make its determination. If Purdue Global Leave Administrator denies the claim on appeal, the Leave Administrator will send the employee a final written decision that states the reason(s) why the claim the employee appealed is being denied and references any specific policy provision(s) on which the denial is based. If an internal rule, protocol, guideline, or other criterion was relied upon in denying the claim on appeal, the final written decision will state the rule, protocol, guideline, or other criteria or indicate that such rule, protocol, guideline, or other criteria was relied upon and that the employee may request a copy

Discretionary Authority

Purdue Global Leave Administrator shall have the right, power, and authority in its discretion to administer, apply, and interpret the policy and any other policy documents, and to determine eligibility for and entitlement to policy benefits and to decide all matters arising in connection with the operation or administration of the policy. Without limiting the generality of the foregoing, Purdue Global Leave Administrator shall have discretionary authority to:

- Take all actions and make all decisions with respect to eligibility for, entitlement to, and the amount of benefits payable under the policy;
- Formulate, interpret, and apply rules, regulations, and policies necessary to administer the policy in accordance with its terms;
- Decide questions, including legal or factual questions, relating to the calculation and payment of benefits under the policy;

- Resolve and/or clarify any ambiguities, inconsistencies, or omissions arising under the policy or other policy documents; and
- Process and approve or deny benefit claims and interpret policy provisions.

All determinations and interpretations made by Purdue Global Leave Administrator with respect to any matter arising under the policy and any other policy documents shall be final and binding on all affected participants (and their beneficiaries) and other individuals' claims benefits under the policy.

For additional benefits information please consult the Summary Plan Descriptions, which are available on the employee self-service website PGNet.

Additional Information

Additional information on the employee's rights under the FMLA is contained in the linked <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> Department of Labor (WH 1420) publication.