

amyotrophic lateral sclerosis. All employees are covered under the provisions of this Act.

5.17 Group Insurance Plans

- (a) The Tribe provides Health Insurance benefits at no cost to full-time employees who work thirty (30) hours per work week. The benefit becomes effective 90 days after an employee has completed the probation period. In the event a part-time employee becomes full-time employee then the benefit will become effective 90 days from date of the status change.
- (b) The Tribe provides a retirement benefit plan for full-time employees who work at least thirty (30) hours per work week and have completed one (1) year of continuous service. The Tribe will contribute its share after one (1) year as stated within the retirement plan that is approved by the Tribal Council. In the event a full-time status employee becomes part-time, the Tribe will cease its contribution to the employee's retirement plan the following month as the employee will no longer meet the eligibility requirements.

(Amended 02/18/2020 WR-25-20)

5.18 Family and Medical Leave (FMLA)

The FMLA entitles eligible employees of covered employers (the WRPT) to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service-member with a serious injury or illness if the eligible employee is the service-member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

(a) Employee Eligibility

- (1) The employee must have worked for the Tribe for a total of twelve (12) months, which does not have to be continuous
- (2) The employee must have worked at least 1,250 hours during the immediately preceding twelve (12) months

(b) Notice

The employee must provide the Tribe with reasonable advance notice (usually 30 days) for foreseeable events such as the birth of a baby, adoption or planned medical treatment. If the birth or placement of a child or medical treatment requires leave to begin in less than 30 days, the employee must provide notice as soon as practicable.

(c) Certification

The Tribe requires a medical certification of a serious health condition, including the expected dates of treatment and duration.

- (d) All employees requiring FMLA must contact the Human Resources Office and complete the required documents.
- (e) If the employee has not returned to work at the end of the approved period, he/she may be terminated.
- (f) At least five days before returning to duty from a personal medical FMLA, the employee must provide the HR Office with medical certification from a licensed medical provider certifying that the employee is medically fit to perform his/her job duties.
- (g) Employees shall use any accrued paid leave, such as sick or annual leave, concurrently with any FMLA leave.