

Medical Leave of Absence Policy

Purpose: To provide benefit eligible employees who have a disabling condition or illness with a leave of absence for up to one (1) year or to the expiration of their sick time, whichever comes later.

Policy Statement: Eligible employees who are unable to work due to illness or injury may be granted a leave of absence for the duration of the illness, not to exceed *one (1)* year or until accrued paid sick and vacation time is exhausted. The Superintendent will determine whether the request for leave will be granted

Eligibility: Employees are eligible to take medical leave of absence if they have a serious medical condition which prevents them from performing their duties and if they have worked for the District for at least 12 months, and have worked for at least 1,250 hours over those 12 months.

Procedures:

1. Employees who wish to request a medical leave of absence must make their request in writing to Human Resources as soon as they anticipate the need for such a leave of absence. The employee shall provide Human Resources with the completed Physician's Certification Form (available in Human Resources).
2. The Superintendent may choose to approve or deny the request for medical leave of absence beyond qualifying leave under FMLA.
3. If the employee is eligible for leave through the Family and Medical Leave Act ("FMLA"), the FMLA leave will run concurrently with the medical leave. This means that the combined total of FMLA leave and approved medical leave cannot exceed *one (1)* year exclusive of sick days.
4. Employees will be required to exhaust all available paid time off (sick, vacation etc...) during the Leave. Further paid time off will not accrue during the Leave.
5. The District will continue to provide medical and dental insurance for up to *three (3)* months at the then applicable payment formula (as of November 1, 2017 the employee pays 20% of the premium). For leaves beyond *three (3)* months employees must access health insurance benefits through COBRA insurance continuation. Life, long-term disability, and optional insurance plans may be continued for the duration of the medical leave with Employees responsible for 100% of the premium payments. All other benefits will cease for the duration of the leave.
6. Upon return to work following submission of appropriate medical certification employees will be returned to the original position if the job is available and the employees are able to perform the job with or without reasonable accommodation.
7. If the employee cannot or does not return to work at the end of the approved one (1) year leave of absence, employment may be terminated.