

EUREKA COUNTY SCHOOL DISTRICT

MEDICAL LEAVE OF ABSENCE FOR CLASSIFIED EMPLOYEES

The District believes that the regular attendance of employees is vital to the success of the District's educational program. Accordingly, employees are expected to report to work every day. However, the District does recognize that certain absences may be unavoidable. Therefore, full-time, year-round classified employees not covered by collective bargaining agreements are eligible for Medical Leave of Absence.

**I. DEFINITION**

A Medical leave of absence is a leave granted to an employee because the employee is unable to work due to a personal illness or injury or because of quarantine occasioned by his/her or another's illness.

**II. REQUIREMENTS**

An employee is eligible for a medical leave of absence after completion of two (2) years of satisfactory service. The employee may apply for a medical leave to be effective after he/she has exhausted all of his/her earned sick leave.

An employee who has completed the six (6) month probationary period and requires extended medical leave may request a leave of absence without pay when sick leave is exhausted. Granting of this leave will depend on the medical condition involved. This condition will be verified in writing by a physician.

**III. REQUEST PROCEDURE**

A. An employee eligible for a medical leave of absence should apply for such leave at least ten (10) days before the depletion of the employee's earned sick leave or last day of service.

B. Application should be made on the Request for Leave of Absence form and signed by the employee's immediate supervisor. Requests must be accompanied by a statement from a licensed physician verifying the fact that the employee cannot work because of personal illness or injury.

C. If an employee fails to apply for a medical leave of absence after all of his/her earned sick leave is depleted, the employee shall be terminated effective with the last day of earned sick leave.

**IV. LENGTH OF LEAVE**

A medical leave of absence may be granted for one (1) calendar year.

**V. BENEFITS**

A. An employee shall file a written request for assignment with the Superintendent at least sixty (60) days prior to the date the employee is requesting to return to service, or sixty (60) days prior to the expiration of the leave. This request must be accompanied by a statement from a licensed physician, to verify that the employee is physically able to resume the full responsibilities required in his/her assignment.

B. The District may request an employee to have a physical examination by a physician selected by the District before considering the employee for reassignment. If the physician's report indicates that the employee's physical condition would prevent the employee from carrying out the full responsibilities of an assignment, the District has the right not to return the employee to active service.

C. The Superintendent may recommend an extension of a medical leave of absence for period not to exceed one (1) year.

D. When the Superintendent determines that the employee is physically able to assume the full responsibility of an assignment, the employee will be assigned to active service when a vacancy occurs for which the employee is qualified.