

LP-3: PHYSICAL DISABILITY AND PERSONAL LEAVE

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SECTION 1 - POLICY

APPLIES ONLY TO EMPLOYEES WHO HAVE BEEN EMPLOYED LESS THAN 12 MONTHS OR WHO HAVE WORKED LESS THAN 1250 HOURS IN THE PRECEDING 12 MONTHS AND TO EMPLOYEES WHOSE REASONS FOR LEAVE ARE NOT COVERED BY THE FAMILY AND MEDICAL LEAVE.

1. An employee who has completed his initial probation (and any extension thereof) is entitled to a leave of absence for up to six months when unable to work because of sickness, pregnancy, or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only in the discretion of the County Administrator upon recommendation by the employee's supervisor. Employees still in their probation periods who are absent for more than five consecutive scheduled work days because of any physical disability will be automatically terminated, but will be eligible for rehire.
2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action. Must use appropriate accrued leave.
3. Physical disability leaves will begin on the first day of absence.
4. After the employee has exhausted his vacation and/or sick leave, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits.
5. Employees on leave of absence may not engage in other employment.
6. Employees desiring to return to work from an unpaid leave of absence should notify their supervisor in writing at least ten (10) days prior to their desired date of return. If the County finds that the employee is fit to resume his duties, the employee shall be recalled to his former job if a vacancy exists which is to be filled. If no such vacancy exists at the time the employee desires to return to work, the employee's leave of absence shall be continued. Any employee who has not been reinstated within six (6) months following the commencement of a leave of absence shall be terminated. This action shall not affect the employee's eligibility to be considered for hire as a new employee at some future time.