Policy Name: Medical Leave of Absence for those who do not qualify for FMLA
Policy Number: HR 4.9
Effective Date: 1/22/2019
Last Reviewed/Revised Date: 1/7/2019
Board Approval Date: 1/22/2019
Responsible Officer: Human Resources Director

Policy Statement:
Employees who have completed their introductory period review and who do not qualify for FMLA may be eligible for a medical leave of absence of up to 8 weeks for their own serious health condition. This benefit is depending up on the supervisor or manager’s approval to leave the incumbent’s position vacant during this medical leave of absence. A medical leave of absence request form is required to be completed and approved.

Procedure:
Employees who have completed more than 90 days of service and have a successful introductory review who do not qualify for FMLA, may be eligible for a medical leave of absence. This leave is dependent upon the supervisor’s approval to leave the position vacant during the employee’s absence. Employees who have exhausted their FMLA cannot apply for this medical leave in addition to FMLA. Qualified employees may be eligible for up to 8 weeks of leave for their own serious medical condition (as defined by PHS’s long term disability plan). The medical leave of absence would require the employee to exhaust their PTO, with the remaining leave being unpaid. A MLOA request form will need to be completed and approved.

References:
Employee Handbook page 38

Policy Cross References: