

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

NON-FAMILY MEDICAL LEAVE (NON-FMLA POLICY)

A. Provisions:

1. Eligibility. Classified employees still within their six month probationary period will not be eligible for Non-Family Medical Leave.
2. Amount of Leave. Employees who do not qualify for FMLA may request up to 6-weeks unpaid leave for eligible employees because of a serious health condition that causes the employee to be unable to perform the essential functions of his or her job.
3. Period for Taking Leave. The 6-week medical leave may be taken during the twelve-month period; this is measured by using the 12 months forward measurement. Leave is measured from the date an employee's first approved medical leave under this policy begins. In addition, if medical leave is taken for the birth of a child or placement of a child for adoption or foster care, it must be taken at one time - and it must be concluded within one year of the birth or placement.
4. Employee Request and Notice. An employee requesting medical leave must provide notice of the need to his/her immediate supervisor and the Human Resources Department by completing form ([HUM-F115](#)). In order to take medical leave, the employee must provide his or her immediate supervisor and the Chief Human Resources Officer/designee at least 30-day advanced notice if the need for the leave is foreseeable. If the 30-day notice cannot be given because of an unexpected change in circumstances, a medical emergency, or the like, notice must be given with as much lead-time as possible, normally within one or two working days of when the employee becomes aware of the need for the leave - except in extraordinary circumstance.
 - a. Within five (5) business days after the employee has provided such notice, the Human Resources Department will complete and provide the employee with a Notice of Eligibility.
5. Health Care Provider form (HUM-F108) is required when submitting a request for medical leave.
6. Employer Designation. Within five (5) business days after the employee has submitted the appropriate certification form, the Human Resources Department will complete and provide the employee with a written response to the employee's request for medical leave designating its decision.
 - a. If CMCSS delays or denies the designation of an absence as medical leave, any time an employee misses or continues to miss work may be subject to CMCSS' normal attendance and time-off policies and procedures.
7. Substitution of Paid Leave. Medical leave is unpaid. However, the employee must substitute any paid vacation, personal leave, sick leave, or On the Job Injury (OJI) lost wage benefits which has been earned or accrued in place of the medical leave until this

earned or accrued leave has been fully used. Accordingly, the paid leave and the medical leave will run concurrently. Any remaining part of the medical leave will be unpaid.

8. Group Health Insurance. During the period of medical leave, group health insurance coverage will remain in effect. If paid leave is substituted as discussed above, the employee's portion of the premium will be paid by payroll deduction as it normally is. If all or part of the leave is unpaid, the employee must pay the entire premium at the same time that it would be made by payroll deduction. If the employee's premium is not paid in a timely manner, group insurance coverage may lapse during medical leave. If the employee does not return to work after medical leave, CMCSS reserves the right to recover all group health insurance coverage, depending upon the reason the employee failed to return to work.
9. Medical Certification before Return from Leave. If the employee has been on medical leave because of his or her own serious health condition, a medical statement from the treating healthcare provider stating that he or she is able to resume work may be requested by the CHRO/designee or immediate supervisor. Failure to provide such a statement if requested may result in the denial of the employee's return to work.
10. Return from Leave. When the employee returns from medical leave, he or she will be given the same or an equivalent job as any applicable state or federal law requires.
11. A teacher that is on a planned extended leave should provide lesson plans for the expected duration of the absence.

Associated Documents:

Employee Handbook [HUM-M001](#)

Health Care Provider Certification [HUM-F108](#)

Request for Medical Leave ff Absence (Non-FMLA) Form [HUM-F115](#)

Revision History:

Date:	Rev.	Description of Revision:
1/6/19	IR	

***** End of Policy *****