



TIME OFF BENEFITS

02.06.03 Medical Leave

PCCLD provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Regular full-time and regular part-time employees may request medical leave only after having completed 12 months of service and have worked at least 1,250 hours in the 12-month period preceding the date of leave. Exceptions to the service requirement may be considered to accommodate disabilities. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to PCCLD. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within a 12 month period, measured forward from the first day of an employee's leave. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration may be given to a request for an extension. Employees are required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are **may be** eligible for a medical leave of absence **under Workers Compensation** for the period of disability in accordance with all applicable laws covering occupational disabilities. **Employee health insurance benefits will continue during medical leave**, subject to the terms, conditions, and limitations of the applicable plans. **Employees will continue to be responsible for paying in a timely manner the employee shared cost of health benefits during the leave. While on paid leave, the shared portion will continue to be deducted from the employee's paycheck. While on unpaid leave, the shared portion will be paid directly to PCCLD by the employee, due on the first day of each month. Failure of the employee to pay his/her shared cost in a timely manner may result in the discontinuation of the benefit. Insurance premiums will not be invoiced.** ~~health insurance benefits are provided by PCCLD until the end of the month in which the medical leave begins. At that time, employees become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from medical leave, benefits are again provided by PCCLD according to the applicable plans. Benefit accruals, such as vacation, sick leave, or holiday benefits, are suspended during the leave and resume upon return to active employment.~~

So that an employee's return to work can be properly scheduled, employees on medical leave are requested to provide PCCLD with at least two weeks advance notice of the date they intend to return to work. When a medical leave ends, employees are reinstated to the same position, and same rate of pay, if it is available, or to an equivalent position for which employees are qualified.

If an employee fails to return to work on the agreed upon return date or is unable to return at the end of the authorized leave, the employee is terminated.

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