

Effective: June 4, 2008

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Cancels: Personnel Policy Manual Dated 1991, Section 11.15; Memo dated September 16, 1987, Leave of Absence Without Pay; Memo dated January 29, 1988, Maternity Leave Policy; Memo dated Sept. 16, 1987, "Leave of Absence Without Pay"

POLICY-HR-3505

See Also: N/A

Approved by: _____

Thomas A. Green, Chair
Intercity Transit Authority

Mike Harbour, General Manager

Written by: Ed Rutledge

REQUESTING MEDICAL LEAVE OF ABSENCE

Definitions:

"eligible employee" - an employee experiencing a medical disability who exhausted all available paid leave, including sick leave and vacation leave.

"medical leave" - a leave of absence without pay for a duration not to exceed twelve contiguous months.

"medical disability" - a health-related condition which reasonably prevents the employee from carrying out the regular duties of his/her position.

"medical statement" - a written statement by a licensed medical practitioner covering such factors as the need for leave, estimated duration of disability and likelihood of an employee's ability to return to the employee's normal duties upon return from the leave.

This policy applies to all non-represented employees of Intercity Transit.

1. Eligible Employees Receive Medical Leave of Absence

An "eligible employee" shall receive a "medical leave" of absence.

2. Directors Consider Employee's Eligibility for Medical Leave

The Department Director shall consider an employee's eligibility for a medical leave of absence on a case-by-case basis, subject to the concurrence of the Human Resources Director and final approval by the General Manager or his/her designee.

3. Employees Apply for Medical Leave of Absence

An employee applying for a medical leave of absence shall submit a written request to the employee's department director. The written request shall certify:

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- The employee is experiencing a "medical disability";
- The expected duration of the leave being requested (not to exceed twelve months); and
- The date on which the employee expects to return to regular duty without restrictions.

Upon request, an employee shall submit a "medical statement" in support of the application for a medical leave of absence.

4. Medical Leaves of Absence Start Upon Exhaustion of Paid Leave

A medical leave of absence for an employee shall start upon the exhaustion of all other paid leaves.

5. Intercity Transit Takes Appropriate Action After Medical Leave

Intercity Transit takes appropriate action, consistent with applicable law, at the conclusion of medical leave.