

LEAVE OF ABSENCE (MEDICAL)**SECTION 4.15****Effective Date: October 15, 2015****Approved By: Governing Board** 

It is the policy of the Governing Board that an employee who has a physical incapacity, which affects the performance of his/her job, may request a medical leave of absence. A signed statement of a physician detailing the nature of the incapacity must accompany the request and its probable duration.

After reviewing the request, the Executive Director may grant a medical leave of absence for a period up to ninety days. The leave may be renewed, but in no case will the duration of the leave exceed one year including (Family and Medical Leave Act) FMLA time period. If, at the end of the year the employee is still unable to return to work, s/he will be considered to be automatically terminated.

1. Employees will receive benefits if on paid leave.
2. Employees will receive no benefits if not on paid leave.