

LEAVE OF ABSENCE (MEDICAL)**SECTION 4.15****Effective Date: October 15, 2015****Approved By: Executive Director GBR****PROCEDURE:**

An employee who has a physical incapacity, which affects the performance of his/her job, may request a medical leave of absence if they are not eligible for Family and Medical Leave (FMLA) or have exhausted their FMLA. A signed statement of a physician detailing the nature of the incapacity must accompany the request and its' probable duration.

After review of the request, the Executive Director may grant a medical leave of absence for a period up to ninety (90) days. The leave may be renewed, but in no case will the duration of the leave exceed one year including Family and Medical Leave (FMLA).

If an employee is not eligible for FMLA or has exhausted FMLA leave and the employee continues to be unable to report for work, the employee must request a medical leave of absence.

While an employee is on paid sick leave, s/he shall continue to earn all other employee benefits such as vacation, holidays, etc., but no benefits shall be accrued or paid during the time that employees are on unpaid health related leave.