

 <p>TOWN OF DEWEY-HUMBOLDT ADMINISTRATIVE REGULATION</p>	<p>AR No 15-02</p>
<p>Subject: unpaid medical leave of absence</p>	<p>Effective Date: June 15, 2015</p>

1. **Scope.** This policy applies to all employees who are eligible for unpaid medical leave of absence.
2. **Purpose.** Although the Town has less than 50 employees and is exempt from the Family Medical Leave Act, the Town recognizes that an employee may have a need to take an unpaid medical leave of absence. Authorization of unpaid medical leave of absence is outlined in this policy.
3. **Policy.**
 - 3.1. "Eligible Employees" for purposes of this unpaid medical leave of absence policy are only those employees who meet all of the following criteria:
 - a. Is a full-time employee, as defined in Policy AR No.15-01; and
 - b. Has been a full-time employee of the Town for at least the immediately previous twelve (12) months; and
 - c. Has successfully completed the probation period set forth in Policy No. AR 10-07; and
 - d. Has not been on any form of unpaid leave of absence within the immediately previous twelve (12) months.
 - 3.2. Should an Eligible Employee become unable to perform normal duties because of an illness or injury not covered by workmen's compensation insurance, the employee may request unpaid medical leave of absence. Unpaid medical leave is not available for the purpose of an employee caring for a family member, significant other, or other dependent person.
 - 3.3. A request for unpaid medical leave of absence must be submitted in writing and approved by the town manager. The approval is a matter of management discretion, taking into consideration such factors as the ability of the Town to function efficiently while the employee is on leave, length of leave requested, Town staffing needs, and the Town's ability to serve the public and Town purposes without replacing the employee. Each request is unique and shall be considered in light of the circumstances.
 - 3.4. Town will require the requesting employee to furnish a medical report confirming the employee's inability to work, describing the nature of the illness or condition, and providing the probable date the employee will be able to return to work and resume normal duties. Failure to provide the requested information or refusal to submit to a medical examination or treatment may be grounds for denial of the request and, subject to the Town's policies, dismissal.
 - 3.5. Should the medical report indicate the employee is unable to perform all the duties of the position in a safe and satisfactory manner, the employee may request to be placed on a

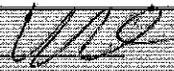
medical leave of absence without pay for a period not to exceed 6 weeks after the employee has exhausted accrued sick leave, vacation, compensatory time.

3.6. Once a medical leave of absence has been granted the employee shall be entitled to return to his or her former position provided the employee can meet current qualification standards, is able to perform the essential duties, and provided the position has not been abolished.

3.7. The town provided health insurance of an employee will be continued during the unpaid medical leave for up to 6 weeks. Health benefits shall expire when employee reaches 6 weeks of unpaid medical leave, is medically retired or medically released (and has not returned to his/her former position), or approved for long term disability, whichever comes first. During the unpaid medical leave of absence, other benefits that are available to FTE's including dental, vision, short-term disability, holiday pay, sick, vacation and personal day leaves will not be provided to the employee.

3.8. If an employee is on the unpaid medical leave of absence at the time a regular merit increase or a cost of living adjustment is due, the increase will take effect on the first scheduled paycheck upon the employee's return to work.

3.9. An employee who fails to return to work following the expiration date of a leave of absence may be dismissed from his/her position.

TOWN MANAGER APPROVAL	Initial: 
Notes: _____	