

PERSONNEL

5329P

1 Long-Term Illness/Temporary Disability

2 The following procedures will be used when an employee has a long-term illness or temporary
3 disability, including maternity:

- 4
- 5 1. When any illness or temporarily disabling condition is “prolonged,” an employee will be
6 asked by the administration to produce a written statement from a physician, stating that
7 the employee is temporarily disabled and is unable to perform the duties of his/her
8 position until such a time.
9
 - 10 2. In the case of any extended illness, procedures for assessing the probable duration of the
11 temporary disability will vary. The number of days of leave will vary according to
12 different conditions, individual needs, and the assessment of individual physicians.
13 Normally, however, the employee should expect to return on the date indicated by the
14 physician, unless complications develop which are further certified by a physician.
15
 - 16 3. An employee who has signified his/her intent to return at the end of extended leave of
17 absence shall be reinstated to his/her original job or an equivalent position with
18 equivalent pay and accumulated seniority, retirement, fringe benefits, and other service
19 credits.
20

21
22
23 Procedure History:

24 Promulgated on: February 2007

25 Revised on: March 2020

26

27 Revision Note: Removed Maternity which became its own policy number 5330