

Policy 3501

From Human Resources

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PERSONNEL POLICY

MANUAL

MoDOT Personnel Policy Title: Extended Sickness or Injury Leave

Policy Number: 3501 **Chapter Title:** Leaves of Absence

Effective Date: July 1, 2005

Supersedes Policy Number: 3501 **Dated:** October 19, 2004

Approved By: Micki Knudsen, Human Resources Director

(Signature on file)

POLICY STATEMENT

The department will allow employees who are members of the Missouri Department of Transportation and Highway Patrol Employees' Retirement System to be on leave without pay for sickness or injury as described in this policy. District engineers and division leaders/state engineers will determine if a leave request will be approved within their respective areas.

PROVISIONS / REQUIREMENTS

1. Employees who are members of the retirement system are eligible for a leave of absence without pay due to an extended sickness or injury for up to 12 consecutive months duration. When employees are on an approved sickness or injury leave without pay, they will retain and earn creditable service in the retirement system and the department.
2. An Employment Status Maintenance (ESMT) transaction, placing an employee in a leave without pay employment status, is required when the sickness or injury leave without pay is for more than 80 consecutive work hours (more than 10 consecutive workdays for employees on 5x8 schedules and more than 8 consecutive workdays for employees on 4x10 schedules). An ESMT is also required if an employee will be on unpaid leave for all the normal workdays and holidays within an entire pay period, even if this time is equal to or less than 80 consecutive work hours.
3. For a full-time salaried employee, a leave of absence without pay due to extended sickness or injury should be used when the employee has exhausted his or her leave with pay (and Family and Medical Leave Act leave if applicable), and must be dropped from the department payroll based on a current certification by the employee's health care provider that states the employee is not capable of returning to work. For a wage employee who is a member of the retirement system, a leave of absence without pay should be used when it appears the employee will be off the payroll in excess of 30 days.
4. While on an extended sickness or injury leave, insurance coverage will continue to be available without state participation. Eligible employees will need to make manual payments if they want to continue health, life, or disability insurance coverage.
5. If an employee is approved for disability payments through the retirement system while on an extended sickness or injury leave, the ESMT to separate the employee from the department must show an effective date of either the first day covered by the disability payments or the day after the last day physically worked, whichever is the latest date. The comments section of the ESMT must document the date the employee was notified by the retirement system of the decision to award disability payments. The comments section must also document whichever date is not used as the effective date for the ESMT (either the first day covered by the disability payment or the day after the last day physically worked).
6. If an employee is unable to return to work by the end of 12 months on extended sickness or injury leave, the employee will be released from employment.

CROSS REFERENCE

Personnel Policy 3512, "Family and Medical Leave"

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