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**: April 1, 2010 **Supersedes Policy Number**: 3501 **Dated**: July 1, 2005
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 an extended sick leave without pay for a personal illness/injury/condition 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. Extended sick leave may be requested when an employee has exhausted all paid leave (and Family and Medical Leave Act leave, if applicable), and must be dropped from the department payroll due to an extended personal illness/injury/condition. This extended sick leave may be approved for monthly increments of up to, but no more than 12 consecutive months. When employees are on an approved extended sick leave without pay, they will retain and earn creditable service in the retirement system and the department.

2. Extended sick leave must be requested in writing and must be based on a current certification by the employee's health care provider stating the employee is not capable of returning to work. Certifications should indicate the medical reason and expected duration of the absence from work. Failure to provide timely certification may be a basis for denial of a request for an extended sick leave without pay.

3. While on an extended sick leave without pay, 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.

4. Being placed in an approved extended sick leave status does not guarantee that an employee's previous job will be available for the employee to return to if the employee becomes capable of working while on extended sick leave. The department will make decisions on retaining the employee's previous job and/or filling it, based on its business needs. If the employee's position is no longer available at the end of the approved extended sick leave, the employee will be released from employment. If the employee's position is still available and open, but the employee is unable to affirmatively demonstrate by the end of the approved period of extended sick leave that he/she can perform the essential functions of the position, with or without reasonable accommodation, the employee will be released from employment. If an employee is approved for disability payments while on extended sick leave, the extended sick leave will end and the employee will be released from employment.

CROSS REFERENCE

Personnel Policy 3512, "Family and Medical Leave"

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