

# Provo City School District

## Policy Series 5000: Personnel

5400 P3

### Medical Leave

Medical Leave is to be taken for illness, injury, surgery, maternity leave, or recuperative purposes that make it impossible for the employee to complete their assigned duties. It is the responsibility of the employee to use medical leave for the purposes previously indicated and adhere to the medical leave guidelines. Medical leave should be reported to the immediate supervisor as soon as possible.

Whenever possible, medical treatment and surgery should be scheduled outside of the scheduled workday or school year. Medical Leave is awarded to contracted employees at a rate of 10 days per year (12 days for 242 day contracted employees). Employees are asked to check the latest negotiated agreement for changes that may be made to the number of days allotted for a given year. Employees who have exhausted their medical leave will experience a loss of pay.

### High Impact Days

Medical Leave may not be taken on the following days without the permission of the supervisor and the Executive Director of Human Resources:

- The first or last five days of school
- Immediately preceding or following fall break, winter break and spring break
- Graduation days for UVU or BYU unless it is the graduation of an immediate family member
- Parent Teacher Conference
- Professional Development Days
- High Impact days as identified by building principals/supervisors announced within the first two weeks of the school year

Employees who violate this procedure may be subject to disciplinary action, which may include termination.

### Short-Term Medical Leave

Short-term medical leave is offered to contracted employees who have completed one year of employment with the district prior to requesting the leave. To utilize this benefit, one must exhaust their 10 or 12 days respective medical leave AND be unable to work for 15 consecutive days. The employee must complete a Short-Term Medical Leave Application and return it to the Human Resource Department to be considered for short-term leave. If qualified, short-term medical leave compensates employees at a rate of 60%. One may use their available Medical Leave bank to make up the remaining 40% of the employee's full salary. Employees who qualify for short-term leave will begin this leave after the 15 consecutive days of missed work. The leave will continue until the employee can provide the needed release to work forms from a doctor OR up to 85 work days.

### Long-Term Disability Leave

If employees must continue leave beyond the 85<sup>th</sup> day, they must apply for long-term disability leave. The application process will be started one month in advance of reaching the 85<sup>th</sup> day of leave. Upon qualifying and accepting long-term disability coverage, the employee is terminated from Provo City School District, forfeits PCSD OPEB Benefits, and is paid 60% of their salary by the long-term disability carrier.

## **Release to Work**

All employees returning from Short-Term Medical Leave will provide the Executive Director of Human Resource with a Release to Work Form prior to returning to work. The district may require, at its option and expense, a second or third certification in support of a request to return to work.

## **Fitness for Duty**

Under circumstances where the essential functions of a job may not be able to be completed by an employee, the employee will be required to complete a Fitness for Duty Form in order to remain in the current job assignment. The employee will be notified in person or in writing that the form is required. The form will be provided by the district to the employee and must be completed by a health care provider specified and paid for by the district.

## **Medical Leave Buy Out**

Employee's eligible for medical leave are encouraged to build medical leave balance. The District will roll unused medical leave balances at the end of a contract year into a medical leave bank for each individual employee.

The amount of medical leave accrued shall be a maximum of 85 days.

Eligible employees will be paid a portion of their medical leave balances upon leaving the district (effective 12-31-2016). The District will provide a payout of a portion of the employee's medical leave balance upon termination of district employment. The payout shall be based on consecutive years of service and eligibility as follows:

- |                                       |   |
|---------------------------------------|---|
| • 0 - 11 years, 11 months and 31 days | 0 days, does not qualify                  |
| • 12 - 18 years                       | 1 for every 10 days in medical leave bank |
| • 19 - 25 years                       | 1 for every 8 days in medical leave bank  |
| • 26 + years                          | 1 for every 6 days in medical leave bank  |

Part time employees eligible for medical leave will be paid out on a pro-rated basis.

The District will not pay partial days. Years of service will be rounded to the closest 6 months for purposes of payout (ex: 13 years 6 months = 13 years, 13 years 7 months = 14 years).

Eligibility:

- End of employment is on good terms as determined by the Executive Director of Human Resources.
- Proper tracking and reporting procedures have been followed.

Medical leave payouts are not eligible for State Retirement contributions. Payroll taxes are applicable based on the employee's tax status.

Approved by Board of Education:

November 18, 2014

Revised:

November 8, 2016

January 28, 2019