

Policy 7510

Leave

- ▶ **Policy 7510 - Leave**

- ▶ **To return to work ...If an employee is absent a consecutive...**
- ▶ **5 days** **Doctor's statement is required**
- ▶ **6 to 10 days** **Short-term leave of absence request is required**
- ▶ **(all documentation to go along with it)**
- ▶ **11 or more days** **Long-term leave of absence request is required**
- ▶ **(all documentation to go along with it)**
- ▶ **Reasons a long-term leave of absence may be requested:**
 - ▶ Parental leave for birth or adoption of a child
 - ▶ Medical leave for personal illness that prevents employee from performing usual duties
 - ▶ Family medical leave in order to provide care for an immediate family member who is critically ill
 - ▶ Military leave
 - ▶ Educational leave (must be enrolled in full time program at accredited institution)

- ▶ **Documentation must be submitted to the personnel office at least 30 days prior to the beginning of the leave unless it is an emergency situation.**
- ▶ **When an employee requests a leave of absence, the supervisor should notify the human resources department of any objections or potential substantial adverse impact that could arise from the requested leave of absence.**
- ▶ **Before an employee returns to work a doctor's "fitness for duty" statement must be submitted to the supervisor and the human resources department.**