

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

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Page: 1 of 2

Reference: EC 45195

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.3 CLASSIFIED PERSONNEL

4.310 MEDICAL LEAVE

SECTION 4.310.1 Medical Leave

Regulations

1. Eligibility

a. Medical leaves of absence **may** be granted to permanent classified employees who have exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leaves.

(1) The medical necessity for such leave must be certified by a licensed medical practitioner.

2. Duration

a. Medical leaves may be granted for up to six months and may be extended for up to two additional six-month periods not to exceed a total leave of eighteen months.

b. The District may, for good cause, cancel a medical leave, by giving the employee thirty days notice.

3. Compensation

a. Medical leaves shall be without pay.

4. Service Credit

a. Employees granted medical leaves shall retain any accrued service credit, but shall not accrue any additional such credit during the term of the leave.

(1) No credit toward service increments (step increase) is earned during medical leaves.

5. Reinstatement

a. An employee, upon ability to resume the duties of a position in the class to which she/he is assigned, shall be restored to a position in the same classification and salary level as occupied at the commencement of the leave.

b. Reinstatement is conditioned upon a physician's certification that the employee is able to perform the full range of duties required of positions in the classification to which assigned without limitation or impairment.

SECTION 4.310.1 Medical Leave

Procedure

1. Request for medical leave of absence
 - a. **Employee**
 - (1) Submits written request to the principal, department head, or other appropriate manager or supervisor.
 - b. **Principal/Department Head**
 - (1) Reviews request and forwards to Personnel Support Services with recommended action.
 - c. **Personnel Support Services**
 - (1) Reviews request and documentation for compliance with established policy and procedure.
 - (2) Processes requests through the Board of Education for final approval.
 - (3) Returns denied requests to the originating school or department.
2. Return from Medical Leave of Absence
 - a. Employee returning from leave notifies Personnel Support Services at least 30 days prior to the date she/he wishes to return to work.
 - (1) A physician's certificate stating that the employee is able to resume normal duties without limitation or impairment must accompany the request to return to duty.