

SECTION 4.06 LEAVE WITHOUT PAY

Upon written request from an employee, the Superintendent may grant an employee a leave without pay for any medical reasons of the employee, subject to the provisions contained within this policy. The employee shall provide Jefferson County Board of Developmental Disabilities (JCBDD) with as much advance notice as is feasible of his/her need to request leave without pay. The approval of a request for leave without pay is solely a matter of administrative discretion, and each request will be considered upon its own merits.

Leave without pay cannot be utilized until all other available forms of accrued leave balances (e.g., vacation, personal, and sick leave, if applicable) have been exhausted.

All requests for leave without pay shall include the following elements:

1. A written request from employee indicating the specific dates of the request and the recommendation of the employee's supervisor.
2. If the request is for a medical reason, a statement from a licensed medical practitioner indicating the necessity of the leave and the probable period for which the employee will be unable to perform the essential job duties of the employee's position.

Leave may be granted for a maximum of six (6) months for the disabling illness, injury, or condition of an employee. If the employee is unable to return to active work status within six (6) months, the employee may be given a disability separation. An employee may return to work before the scheduled expiration of the approved leave without pay if requested by the employee and approved by the Superintendent. Prior to returning to work, the employee shall provide a statement from a licensed medical practitioner confirming that the employee is able to perform the essential job duties of the employee's position.

If it is determined that the employee is abusing the approved leave without pay and is not actually using the leave for the purpose specified, the Superintendent may cancel the leave and direct the employee to report to work by providing written notice to the employee.

Upon completion of an approved leave without pay, the employee will be returned to the position he formerly occupied, or to a similar position if the employee's former position no longer exists. Any replacement in the position while an employee is on

leave will be terminated in accordance with the JCBDD layoff procedures upon reinstatement of the employee from leave without pay. The terminated employee may be considered for other vacancies on the JCBDD table of organization for which the terminated employee is qualified.

An employee who fails to return to work within three (3) working days of the completion or a valid cancellation of an approved leave without pay without explanation to and approval from the Superintendent may be removed from his/her position in accordance with ORC §124.34. An employee who fails to return to service from an approved leave without pay and is subsequently removed or voluntarily resigns from service is deemed to have a termination date corresponding to the starting date of the leave without pay.