

Policy: 4.08

Extended Illness

If an employee has an illness extending beyond his/her accumulated sick leave, the employee must submit to his/her supervisor, in writing, a request to use available vacation and personal business leave, giving the anticipated date of return. Eligible employees may apply for short-term disability benefits through the Business Office.

Upon the employee's return from an extended illness, every effort will be made to place him/her in the position occupied prior to the extended leave. Normally, a person hired to replace the staff member on extended leave would have been hired on an interim basis.

However, should the illness extend beyond the approved period and the interim period has already elapsed, it may be necessary to place the returning employee in another position, when and if such position becomes available.

An approved leave of any kind, including one for extended illness, will not be construed as a break in service. Any break in service other than for an approved leave will terminate an employee.