

Policy: 5.14

Medical Emergency Leave

Purpose

To provide paid time off for medical emergencies for the employee or the employee's immediate or extended family member.

Definition

Immediate family member - an employee's spouse, domestic partner, parents, children, grandparents, grandchildren, brothers, sisters, anyone of a like relationship by marriage, or a person whom the employee serves as a durable power of attorney.

Extended family member - an employee's aunt or uncle.

Accrued Leave - includes sick, vacation, personal, and merit leave hours.

Policy Statement

In the event of a medical emergency for the employee or an immediate or extended family member, Kansas City Kansas Community College (KCKCC) will provide paid time off for eligible employees who have exhausted all accrued leave.

Medical Emergency Leave can be taken in response to a sudden or unexpected occurrence demanding prompt attention due to an acute injury or illness that poses an immediate risk to an employee or immediate family members' life or long-term health. Medical Emergency Leave must be taken consecutively at the time of and during the immediate recovery from the medical emergency.

Leave Notification

Employees who wish to take time off for a medical emergency must notify their immediate supervisor as soon as possible following the eligible event. The immediate supervisor is responsible for notifying Human Resources of the medical emergency leave request.

Leave Approval

Medical Emergency Leave must be approved by the Chief Human Resources Officer or their designee.

Verification

Human Resources reserves the right to require documentation of the medical emergency (e.g., doctor's note, medical discharge paperwork, etc.) to determine if Medical Emergency Leave will be approved.

Length of Leave

For immediate family members, full-time employees may take up to 40 hours of paid Medical Emergency Leave. Part-time employees who work the equivalent of 20 hours or more per week may take up to 20 hours of paid Medical Emergency Leave.

For extended family members, full-time and part-time employees may take up to 20 hours of paid Medical Emergency Leave.

Full-time and part-time employees will be allowed one occurrence in a fiscal year.

Board Approved: 04/18/2023