



## **Medical Leave Policy**

**I. Purpose.** The purpose of this Policy of Coral Community Charter School (School) is to allow the School to consider an employee's request for unpaid Medical Leave (Medical Leave) in accordance with guidelines set forth below.

### **II. Eligibility.**

- A. An employee is eligible for Medical Leave if the employee is experiencing:
  - 1. Childbirth and infant care;
  - 2. Placement of a child with the employee for adoption or placement of a child with the employee by a state agency or for foster care;
  - 3. Care of the employee's family members, romantic partner, or a financial dependent with a serious health condition which must be verifiable; or
  - 4. The inability of the employee to perform his or her job or duties due to his or her own verifiable serious health condition or the necessary absence from work of an employee to receive verifiable medically necessary treatment.
- B. For the purposes of this Policy a “serious health condition” is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the Employee from performing the functions of the Employee’s job or prevents the qualified family member from participating in school or other daily activities.
- C. Medical Leave is available to full-time staff only who have been employed by the School for at least twelve months and have worked at least 1,250 hours in the past twelve months before leave is taken.
- D. Employees taking Medical Leave must use first all of their available accrued and unused leave as part of the leave. Once the employee’s paid leave benefits are exhausted, the employee will continue for the duration of the Medical Leave without pay.

### **III. Requesting Medical Leave.**

- A. Medical Leave must be requested by the employee on the form provided with this Policy. The form must be approved by the Head Administrator. If the employee requesting the leave is the Head Administrator, the form must then be approved by the Governing Council.
- B. The employee must provide verification of the necessity of the Medical Leave with a letter from a healthcare professional to the School stating the employee has a “serious health condition” as defined by this Policy, as well as an estimated return to work date for the employee. Nothing in this Policy shall be construed to infringe on the employee’s rights

under law including the Health Insurance Portability and Accountability Act (HIPAA). Confidentiality of documentation will be kept in secure locked file cabinet accessible only by designated personnel. Designated personnel shall participate in HIPAA compliance training.

- C. Requests for Medical Leave may be considered on a case-by-case basis. A decision on any individual request shall not constitute, nor should it be construed or interpreted as, establishing a precedent, practice, pattern or any form of future entitlement. The decision is not appealable.
- D. If the need to use Medical Leave is foreseeable, the employee must give the School at least 30 days prior notice of the need to take leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable. Failure to provide such notice may be grounds for delaying the start of the Medical Leave.

**IV. Conditions of Medical Leave.** If approved, Medical Leave is predicated on the following conditions:

- A. The leave is considered unpaid leave and is designated for a specific time & purpose.
- B. The leave is for 480 hours or less.
- C. With regard to retirement benefits the leave is considered a break in service.
- D. If any benefits are available to the employee during the Medical Leave, the employee shall be responsible to pay any and all premiums, fees or costs.

**V. Intermittent Medical Leave.**

Intermittent Medical Leave and reduced work schedules for medical reasons are allowed when such are medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the School's operations.

**VI. Returning from Medical Leave.**

An employee is expected to return from Medical Leave on the date listed in the Medical Leave Request Form. In order to return to work an employee must have Doctor Release.

If an employee is released to return to work sooner than the expected return date listed on the Leave Request, the employee must notify the School within two (2) business days of receiving the release.

Failure to return to work as scheduled after leave may be used as just cause for discharge or termination of the employee.