



Medical Leave

Board Approval: *R M Kelley, Chairman*

Date: 4/26/16

Accrual of Medical Leave

Full-time employees shall accrue 8 hours of Personal Leave monthly, on the first day of each the month.

Employees will not accrue Medical Leave while on workers' compensation, short term disability, leave of absence, leave without pay for longer than 28 consecutive days, or administrative leave longer than 28 consecutive days.

Medical Leave is not available to part-time employees.

During the introductory period, the accrual of Medical Leave will be reflected in the employee's PTO balances in EMSeSchedule. However, this leave is not available until the employee completes the introductory period. If the employee separates from employment with JCESA for any reason prior to the completion of the introductory period, any leave balance is forfeited.

Medical Leave Balances

An employee may carry forward an unlimited amount of accumulated medical leave.

Employees will not be compensated for unused medical leave balances upon separation of employment. See AP 1230 for details.

In the event all accumulated medical leave is used because of an extended illness, accumulated personal leave and compensatory leave may be used.

Use of Medical Leave

Medical Leave is provided for absences from work for the following purposes:

- Short term personal illness or injury
- Medical, dental or eye appointment for which arrangements cannot be made outside of working hours
- the employee is required to care for a sick or injured spouse, child or immediate family member within the same household
- the employee has been exposed to a contagious disease which may jeopardize the health of other employees
- Incapacity because of pregnancy



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For planned Medical Leave, such as medical appointments, the employee shall submit a request through EMSeSchedule as far in advance as possible.

For unplanned Medical Leave, such as illness, the employee must contact the officer on duty as soon as possible, but no less than 30 minutes prior to the start of their assigned shift. In addition to making direct contact with the officer on duty, it is also the employee's responsibility to submit a PTO request through EMSeSchedule prior to the end of the pay period for the hours of leave for which they wish to use Medical Leave.

If an employee needs to leave work suddenly while on duty for a reason covered by Medical Leave, s/he must notify the officer on duty. In addition to making direct contact with the officer on duty, it is also the employee's responsibility to submit a PTO request through EMSeSchedule prior to the end of the pay period for the hours of leave for which they wish to use Medical Leave.

For an absence in excess of three (3) working days, documentation signed by a physician stating the nature of illness shall be required prior to returning to work.

Medical Leave cannot be used for an absence that occurs as a result of a work related injury or illness that is covered by workers' compensation.