

## **HUMAN RESOURCES**

### **Leave for Health Reasons**

Leave for health reasons will be provided in compliance with state and federal laws, including the Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA), and employee agreements. Employees must follow the normal absence-reporting procedures.

Paid leave for personal illness will not be authorized after five days without presenting a statement from the treating physician for approval by Human Resources.

Employees who have an accident (regardless of where or when) resulting in injury or treatment; have a major health issue such as loss of consciousness, heart attack, stroke, etc.; or a major illness must have a release to return to work that details dates of treatment, diagnosis and whether or not there are any physical restrictions. The release must be presented to Human Resources for approval prior to returning to work.

All health-related absences of five or more days require a written statement from the treating physician stating that the employee is physically able to return to duty. Supervisors may request a release to return to work at any time they deem circumstances warrant. The release must be presented to Human Resources for approval to return to work.

Employees released to return to work with restrictions must provide written documentation to the supervisor in advance of the designated return date. The supervisor will confer with the Health Care Response Team to determine if and when the employee is able to return to work.

**Last Revision:**

**2020-08-25**

**Original Regulation or Oldest Version:**

**2015-01-27**

**Related Policies and Regulations:**

**Legal Reference:**

**Americans with Disabilities Act (ADA),  
Family Medical Leave Act (FMLA)**