

## **MONONA GROVE SCHOOL DISTRICT**

Board Policy 532.13

### **MEDICAL LEAVE OF ABSENCE**

As soon as it has been medically determined that an employee will need a medical leave of absence due to a non-occupational disability, the employee shall so notify the district. The employee shall obtain a statement by a licensed physician indicating that the employee is physically or emotionally unable to perform his/her regular duties and the approximate time of treatment and convalescence required for the disability.

The employee, upon presenting a request for a medical leave of absence and the required medical certification, shall be granted such a leave for the period of time during which he/she is physically or emotionally unable to perform his/her regular duties. Upon commencing a medical leave of absence, the employee must provide an affidavit indicating inability to perform regular duties and a clear intention of returning to work following the leave. The employee shall, at his/her option, be paid full salary for any contract days missed during the period of such absence up to the number of unused sick leave days the employee has accumulated.

The district reserves the right, at any time, to require the employee to be examined by a physician of the district's choosing or, at reasonable intervals during the course of the leave, to require a statement signed by the employee's own physician indicating whether he/she is physically or emotionally able to perform his/her regular duties.

In the event that an employee fails to return to work as soon as medical evidence of ability to do so has been established and/or the granted leave time has expired, the employee shall be deemed to have resigned his/her position with the district and waived any and all rights to further employment by the district.

LEGAL REFERENCES:      Section 103.10 Wisconsin Statutes  
Family and Medical Leave Act of 1993

CROSS REFERENCE:      Employee Agreements

BOARD APPROVAL:      November 14, 2001