
E-3i(6)	PROCEDURE	Benefits for Eligible Employees: Long Term Disability Leave
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Long-term disability leave shall be granted upon the recommendation of the Administrative Representative and the approval of the President of the College. Persons on long-term disability leave shall be required to file with the College a health care provider’s statement setting forth the nature of the disabling condition and attendant limitations/restrictions on employment. The terms and conditions of the long-term disability leave shall be agreed to, reduced to writing, and signed by the person requesting the long-term disability leave and the President. The signed memorandum shall include long-term disability leave beginning date, ending date (if this date can be determined), reassignment conditions, availability of College benefits during time of long-term disability leave, and other pertinent details.

Employees returning to work from long term disability leave are allowed to take up to 12 days of sick leave even if they have not yet earned the sick leave. Upon separation from the College, any such employee who takes advantage of the advanced sick leave shall reimburse the College for all used but unearned sick leave. If the employee fails to do so, the College will deduct such amount from the employee's final paycheck.

The College Human Resources division will provide assistance for employees going on long term disability.

Adopted Date: 07/21/1998; Revised 5/19/2015; Revised 6/20/2017