



# EXTENDED ILLNESS LEAVE

PM-50-03

Section: 50-00, LEAVE WITHOUT PAY

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## **PURPOSE & SCOPE**

Employees occupying regular, full-time positions, including those in their initial probationary period, are eligible to request extended illness leave of absence without pay due to disability from illness and/or injury. Contingent employees are not covered by the provisions of this policy.

## **POLICY**

When requesting extended illness leave of absence without pay, the employee is required to submit the request in writing to their Division Director, and shall include with the request justification from their primary physician. The leave may be granted only upon recommendation and justification by the employee's primary physician and with the approval of the employee's Division Director and the Chief of Human Resources(HR).

The following applies:

- Regular, full-time employees, including those in their initial probationary period, may be granted extended illness leave of absence without pay not to exceed 12 consecutive months from the date the employee is unable to work due to disability from illness and/or injury and only after all accumulated sick leave, vacation, bonus days, and any other paid time due the employee have been exhausted. Included in the 12-month period of time for disability due to illness and/or injury is any combination of paid and/or unpaid leave of absence.
- Leave will not accrue while employees are on leave of absence without pay. Accrual of all leave benefits will resume on the first full day the employee is at work after the leave. In the year following the employee's leave of absence without pay, the employee's vacation will be pro-rated in accordance with PM-46-02.
- Management reserves the right to evaluate the employee's status at any time during extended illness leave to make determinations, such as whether or not the employee may remain on extended illness leave or remain in City employment, etc. Criteria used, but not limited to, are the position the employee holds, the anticipated length of the employee's disability, documentation supplied by the employee's primary physician and/or the City's physician(s), etc.



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- Employees, who have purchased the Short-Term Disability Income Plan through the City, will be granted leave of absence without pay in accordance with the plan, reference PM-42-06. For employees who have concluded 180 days of continuous disability due to disability from illness and/or injury and who remain unable to return to work, reference PM-42-05.
- Regular, full-time employees, including those in their initial probationary period, while in a period of injury that is job related shall be granted leave in accordance with PM-46-08.
- When an employee returns from leave of absence without pay that exceeded more than 30 calendar days, the employee's current date of employment will be adjusted to exclude the total period of time the employee was on leave of absence without pay. If the extended illness leave exceeds more than the 30 calendar days, it is the responsibility of the employee's Division to notify the Division of Human Resources, immediately upon the employee's return to work. The Division of Human Resources will calculate the adjusted date of employment and notify in writing the employee and the employee's Division Director for record update. The adjusted date of employment shall then govern seniority and the rate of accrual of vacation and sick leave time, reference PM-66-01.
- All matters of pension shall be governed by the rules and regulations of the City of Memphis Retirement System.
- Employees who take approved leave of absence without pay and who wish to continue enrollment in the City of Memphis Health Care and/or Life Insurance plans, must contact the HR Total Rewards Benefits Service Center, to make necessary financial arrangements in accordance with the guidelines and provisions of the plan policy. These arrangements must be completed with the HR Total Rewards Service Center before the end of the first pay period that the employee is on leave of absence without pay. If insurance premiums are not timely received by the HR Total Rewards Benefits Service Center, insurance coverage will be canceled.



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## **REFERENCE CORRESPONDING POLICIES**

- PM-42-05, LONG TERM DISABILITY INCOME PLAN
- PM-42-06, SHORT TERM DISABILITY INCOME PLAN
- PM-46-02, VACATION LEAVE
- PM-46-03, SICK LEAVE
- PM-46-08, ON-THE-JOB INJURY/ACCRUED LEAVE BENEFITS
- PM-66-01, SENIORITY RIGHTS/ADJUSTED DATE OF EMPLOYMENT