

Lancaster Community School District

Personnel

**PROFESSIONAL STAFF LEAVES AND ABSENCES
(Temporary Medical Leave)**

Definition

A temporary medical leave is defined as non-permanent illness or physical incapacity which would prevent an employee from fully or materially carrying on his/her duties. This policy is directed at situations that involve an absence from work for an extended period.

Application

An employee with a non-permanent illness or physical incapacity as described above must make application for a leave of absence through the District Administrator to the Board of Education.

Benefits

An instructional staff member on temporary medical leave is entitled to those benefits (including accumulated sick leave) provided for in the negotiated agreement and Board policy. He/she may be absent from his/her duties during the specific period of time he/she is incapacitated or otherwise unable to perform his/her work. The inclusive dates of absence will be determined by the staff member's physician. The staff member shall not be allowed to return to work without a written statement from his/her doctor indicating that he/she is able to return to work.

The Board shall be the final approving authority for the temporary medical leave of absence requests in accordance with the state and federal family and medical leave acts, negotiated agreements and Board policy.

LEGAL REF.: Section 103.10 Wisconsin Statutes
PL 103-3 (Family and Medical Leave Act)

CROSS REF.: LEA Agreement
LESP Agreement

APPROVED: July 12, 1995
REVISED: June 11, 2003