CHAPTER: Employee Benefits

SUBJECT: Extended Absences

POLICY NUMBER: 3.555

PAGES: 1

EFFECTIVE DATE: March 28, 1984

REVISION DATE: January 1, 2012

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

In the event of an extended absence due to sickness or temporary disability stemming from such causes as heart attack, stroke, cancer, pregnancy, etc., the employee may take an unpaid medical leave of absence. All requests for medical leaves of absence shall be sent to the Human Resources Manager for review and recommendation to the Finance, Budget and Personnel Committee.

PROCEDURE:

The employee, when practical, shall submit in writing including a medical report, his/her request for a medical leave of absence. The Human Resources Manager will submit the request to the Finance, Budget and Personnel Committee for review. Employees returning from a medical leave of absence must present a physician's certificate for ability to return to work. Periodic medical reports may be requested.