

<b>Chapter:</b>	Human Resource Management		
<b>Title:</b>	Medical Leave		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial  <b>Author:</b> HR Specialist	<b>Adopted Date:</b> 08.2020  <b>Review Date:</b> 09.2023	<b>Related Policies:</b> Employee Benefits Attendance & Punctuality Family Medical Leave Act

**Purpose:**

To provide income protection for eligible Hopeful Horizons (HH) employees who, because of an illness or injury, are temporarily unable to work.

**Scope:**

This policy applies to

- All HH Staff
- Selected HH Staff, as specified: Benefits Eligible Employees
- HH Board Members
- HH Volunteers
- Other: Sub-contract Providers

**Policy:**

HH grants medical leave, with pay, to eligible employees who become temporarily unable to work for any medical reason, including pregnancy. Medical leave can also be used for the care of a sick immediate family member.

Medical leave is earned, from the first day of employment, at the rate of six (6) hours semi-monthly for full-time employees. Medical leave may be carried over from year to year and accrued up to a maximum of 480 hours. The number of medical leave hours credited is not intended to establish a guideline for acceptable attendance. Medical leave is intended to be used for employee illness or injury and for the care of sick family members only.

Personnel who are transferred to HH due to merger or acquisition will receive credit for accrued medical leave equal to the prevailing rate and in a total amount equaling the years of service in the previous organization.

Upon termination of employment for any reason, employees shall not be paid for accrued, unused medical leave and all such leave shall be forfeited.

Medical Leave may only be used as provided in this policy. Supervisors will monitor employee use of medical leave for patterns of abuse. Any employee who abuses this policy will be subject to disciplinary action, up to and including termination of employment.

**Communication and Training:**

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

**Definitions:**

1. Immediate Family: For purposes of this policy and the related procedure immediate family includes the employee's spouse/partner, children, parents, and step relatives including children, father, and mother.

**Other Related Materials:**

Medical Leave Procedure

**References/Legal Authority:**

NA

**Change Log:**

Date of Change	Description of Change	Responsible Party
09.2023	Updates to the new template; adds definitions, communication and training and other materials.	B. Lucovich, Human Resource Specialist