

MACOMB COUNTY HUMAN RESOURCES POLICY

LEAVE OF ABSENCE

- A. Full-time employees are eligible and may request a leave of absence in writing for any of the following reasons:
1. Personal Leave
 2. Medical Leave for Employee and/or Family
 3. Military
- B. Provisions:
1. Personal Leave:
 - a. An employee may be eligible for a Personal Leave upon completion of 12 months of service from their date of hire.
 - b. An employee absent from work for more than 15 consecutive working days shall be required to apply for and submit a request for Personal Leave in writing using forms required by Human Resources and Labor Relations.
 - c. All requests for a Personal Leave must be submitted at least thirty (30) days prior to the effective date of the Personal Leave.
 - d. While on an approved Personal Leave, an employee must exhaust paid time off in the following sequence:
 1. Compensatory time
 2. Paid time off
 - e. An approved Personal Leave shall not exceed 6 months.
 - f. An employee approved for a Personal Leave shall not accrue credited service for retirement during the time which the employee is on said Personal Leave without pay.
 - g. While on an unpaid personal leave of absence, benefits will be cancelled at the end of the month from the point of unpaid status. Upon return from an unpaid Personal Leave of Absence, insurance benefits will be reinstated in accordance with established waiting periods.

POLICY: LEAVE OF ABSENCE

Page 2

- h. The Elected Official/Department Head or designee and the Director of Human Resources and Labor Relations or designee shall approve or disapprove all requests for Personal Leave.
- i. An employee that fails to report for duty upon expiration of a personal leave of absence shall be subject to termination of employment.

2. Medical Leave for Employee and/or Family:

- a. An employee may be eligible for a Medical Leave upon completion of 6 months of service from their date of hire.
- b. An eligible employee who is unable to work due to his/her own medical condition caused by an illness or injury or the medical condition of a family member caused by illness or injury may request a Medical Leave.
- c. A family member shall be defined as parent, current step parent, current spouse, children, current step children, brother or sister, grandparent or grandchild. It shall also include any person who is normally a member of the employee's household.
- d. An employee absent from work for more than 5 consecutive working days shall be required to apply for and submit a request for Medical Leave in writing, using forms required by Human Resources and Labor Relations.
- e. All foreseeable requests for a Medical Leave must be submitted in writing to the Elected Official/Department Head or designee at least thirty (30) days prior to the effective date of the Medical Leave.
- f. An eligible employee must complete a request for Medical Leave of Absence and Certification of Health Care Provider form provided by the U.S. Department of Labor.
- g. Medical certification must be received in Human Resources and Labor Relations within 15 days from the employee's last day worked.

POLICY: LEAVE OF ABSENCE

Page 3

- h. While on an approved Medical Leave, an employee must exhaust paid time off in the following sequence:
 - 1. Compensatory time
 - 2. Sick Leave time
- i. Medical Leaves are approved for a period of no more than 6 months. Medical Leave requested beyond 6 months may be approved for an extension, but not to exceed an aggregate total of no more than 12 months.
- j. Medical Leave extension requests must be submitted in writing at least 5 working days prior to the expiration of the current approved Medical Leave.
- k. An employee on an approved unpaid Medical Leave shall not accrue credited service for retirement during the time which the employee is on said Medical Leave without pay.
- l. While on an unpaid Medical Leave, benefits will be cancelled at the end of the month following six (6) months of unpaid status. Upon the return from the unpaid Medical Leave, benefits will be reinstated in accordance with the established waiting periods.
- m. The County may exercise the right to have the employee examined by a physician selected by the County before approving and granting such request for Medical Leave and/or Medical Leave extension at the County's expense.
- n. The Elected Official/Department Head or designee and the Director of Human Resources and Labor Relations or designee shall approve or disapprove all requests for Medical Leave.
- o. In order to return from a Medical Leave, the employee must have the ability to perform the essential functions of the job with or without reasonable accommodation. At the County's sole discretion, a medical examination may be conducted at the County's expense.
- p. An employee that fails to report for duty upon expiration of a Medical Leave shall be subject to termination of employment.

3. Military:

- a. The County complies with the Uniform Services Employment and Reemployment Right Act (USERRA), 38 USC, Chapter 43 Employment and Reemployment Rights of Members of the Uniformed Services. An employee whose absence from employment is necessitated by reason of duty in the uniformed services, shall notify the Elected Official/Department Head or designee of the upcoming military service requirements.
 - b. Benefits provided for employees absent under this Policy shall be provided consistent with the Uniform Services Employment and Reemployment Right Act (USERRA), 38 USC, Chapter 43 Employment and Reemployment Rights of Members of the Uniformed Services as determined by Human Resources and Labor Relations. Employees absent under USERRA should provide the County with a copy of his/her military orders.
 - c. Any employee on an approved USERRA Military Leave of Absence shall be eligible for the following benefits during her/her Military Leave of Absence: supplemental pay, medical, prescription drug, dental and vision benefits, life insurance, Retirement eligibility, Sick Leave, Paid Time Off (PTO) and Longevity as determined by Human Resources and Labor Relations.
4. Family And Medical Leave Act: The County shall comply with all aspects of the Family and Medical Leave Act (FMLA). Leaves will run concurrent with any FMLA eligible Leave.



Office of County Executive Mark F. Deldin, Chief Deputy County Executive

Approved: July 8, 2014
Revised: October 9, 2015
Revised: November 12, 2015
Revised: January 3, 2017
Revised: November 26, 2019
Revised: February 21, 2020