

1 **5329 PERSONNEL**

2 **Illness Leave/Temporary Disability Leave**

3 Employees must use sick time for short or long-term illness and/or temporary disability. If ineligible for a
4 Family Medical Leave of Absence (FMLA) or upon expiration of FMLA, an employee may apply for Illness
5 Leave/Temporary Disability Leave. Medical certification of the long-term illness or temporary disability is
6 required and must specifically state the employee cannot perform the duties for which the employee is
7 hired. Any accrued sick time must be used concurrently with this leave.

8 Upon the expiration of sick time, the Board may grant eligible employees leave without pay if requested.
9 Leave without pay arising out of any long-term illness or temporary disability shall commence only after
10 sick time has been exhausted.

11 If an employee has exhausted all accumulated sick time and has not requested a Medical Leave of Absence
12 and is unable to perform or return to perform the duties for which the employee is hired, the Board may
13 place the employee on Illness Leave/Temporary Disability Leave of Absence.

14 Upon approval of the Board, Illness Leave/Temporary Disability Leave without pay will be
15 provided without salary or fringe benefits. The length of this leave is for a period of up to one school year,
16 but no longer than the last contract day of the current school year, and may upon request, be renewed
17 or extended by action of the Board. The employee’s request for return to duty shall be accompanied by
18 a statement from a medical doctor attesting to the employee’s ability to resume the duties of the position.
19 The effective date for the resumption of duty shall be subject to the approval of the Board.

20 The Superintendent shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as
21 amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court
22 rulings in the state of Montana.

- 23 Cross Reference:
24 Policy 5321 – Leaves of Absence
25 Policy 5321R – Conditions for Use of Leave
26 Policy 5322 – Military Leave
27 Policy 5328 – Family Medical Leave
28 Policy 5328R – Family Medical Leave
29 Policy 5330 – Maternity Leave

- 30 Legal Reference:
31 Title VII of the 1964 Civil Rights Act

- 32 Policy History:
33 Adopted on: June 11, 2018
34 Reviewed on: