

Vacant Positions Due to Extended Medical Leaves Policy

Purpose

To provide County services authorized by the Board of Supervisors while an employee is on an approved medical leave of absence.

Definition

Non-Permanent Vacant Position: A full-time position vacant as a result of an existing full-time employee being placed on an extended leave of absence.

Policy

All requests for leave of absence will be made on an individual basis. Requests for additional staff coverage must be submitted to the Human Resources Department with the appropriate employee request for Medical Leave of Absence, Disability Income or Worker's Compensation for review and approval.

Requests will be evaluated utilizing the following criteria:

1. Short-Term Leave of Absence: A Short-Term Leave of Absence is not to exceed a four month period. This type of vacancy will be evaluated by the Human Resources Department to determine utilization of the existing departmental staff or placement of a County pool employee.
2. Long-Term Leave of Absence: A Long-Term Leave of Absence is a period of more than four months.

Positions vacant for an extended period of time will be evaluated by the Human Resources Department to determine the necessity of providing additional staff to the department.

At the time a request is recommended to place an employee on medical leave of absence, the Human Resources Department will also recommend to the Board of Supervisors the necessary action to take in assuring that operational efficiency will be maintained.

If it is determined by the Human Resources Department that additional staff is needed to continue current level of service, the Human Resources Department will recommend that a new full-time position be created to perform the duties of the employee placed on an indefinite leave and/or not anticipated to return to work. The position occupied by the employee on leave of absence will be held open until he/she returns to work or terminates employment as specified in the union contract/employee manual.

If the employee does not return to work after the approved leave of absence has exhausted, the position previously held by the employee will be abolished.

If the employee does return to work, he/she will return to their former position. The next vacancy that arises in the classification in the department will be abolished. If no vacancy occurs within six months, the Human Resources Department shall conduct a job audit and will reassign the employee to an equivalent position unless the extra position in the department can be justified. All decisions will require approval by the Board of Supervisors based on recommendation from the Human Resources Department.

Contact: Human Resources
515-286-3200
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