

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Medical Leave of Absence

Department	Land Conservation	Presented By:	Cathy Cooper
Date of Meeting:	1 Sept 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Personnel Policy-FMLA/Leave of absence
Date submitted:	25 Aug 2020	Referred by:	

Recommendation and/or action language:

Motion to waive the requirement that Tammy Cannoy-Bender needs to exhaust her sick time to be on a leave of absence.

Background: (preferred one page or less with focus on options and decision points)

On June 13, 2020, Tammy Cannoy-Bender had a non-work related injury at home. She has been on Family Medical Leave Act since then. Her 12 weeks of FMLA runs out on September 6th. Her doctor has released her to come back to work on September 14, 2020. She has an appointment today and hopes he releases her to come back on September 8, 2020. In the leave of absence section it states that before an employee can be on a leave of absence the employee must exhaust their sick time. Finance and Personnel will need to "waive" this requirement as Tammy still has a lot of sick time to use.

2. **Leave of Absence:** Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the Finance and Personnel Committee. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The Finance and Personnel Committee, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the County Clerk's Office within one week of its occurrence. All requests will be considered on their merits.

County employees receiving leaves of absence for medical reasons must exhaust their sick leave before starting the leave of absence. The County will pay its normal health insurance premium contribution for those employees who are on Worker's compensation for a period of up to one year and for those employees who are on a medical leave of absence for a period of up to six months. County employees do not generate vacation and sick leave during unpaid of absence.

Attachments and References:

Preliminary Budget Summary	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts) TBD / Balanced Budget

Approval:



Department Head

Review:



Administrator, or Elected Office (if applicable)