**MEDICAL LEAVE POLICY**

**Basic Leave Policy**

Genesee Education Consultant Services will grant an 8 week unpaid medical leave to eligible employees that do not qualify under the Family Medical Leave Act (FMLA). Employees must notify GECS when applying for a medical leave. An eligible employee is one whom is incapacitated due to a serious medical condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

If an employee requires time off work beyond the 8 week period, employee must submit written documentation after 6 weeks to Genesee Education Consultant Services to approve such request. Due to the nature of finding temporary replacements for many job positions, it is up to GECS and the district supervisors to determine if an extension will be granted.

Employees can only qualify for this leave once in a year-long period, rolling backward from the date of a previous medical leave.

**Use of Leave**

An employee must use this leave entitlement in one block.

**Substitution of Paid Leave for Unpaid Leave**

An employee may choose or employers may require the use of accrued paid leave while taking a Medical Leave. In order to use paid leave for Medical Leave, employees must comply with the employer’s normal paid leave policies.

**Employee Responsibilities**

Employees must provide 30 days advance notice to GECS of the need to take Medical Leave when the need is foreseeable. When 30 days is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information supporting the need for leave. When returning to work, sufficient information must be provided if employee needs a reasonable accommodation to perform job functions.

**Employees on a covered leave shall not be allowed to be on GECS’ contractor locations and work sites.**

**Returning to work following leave**

Upon conclusion of Medical Leave, Genesee Education Consultant Services will make every attempt to restore employee to past position, or a similarly situated position, depending on the needs of the program that the employee was employed in.