

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.68
		ADMIN. CODE:	3362-4-39
		PAGE NO.:	PAGE 1 OF 2
SUBJECT:	DISABILITY LEAVE OF ABSENCE ADMINISTRATIVE STAFF	EFFECTIVE DATE:	6/18/93
		RECOMMENDED BY:	D. Creamer
		APPROVED BY:	

1.0 APPLICATION

- 1.1 A full-time administrator may be granted an unpaid disability leave of absence in the event of a disabling illness or injury (except work related in which case Workers' Compensation rules will apply) that extends beyond the available sick leave.
- 1.2 Such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.
- 1.3 The University can request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.
- 1.4 Written application to the appropriate vice president should be made at least twenty (20) working days prior to the date in which such leave is scheduled to begin. The written physician's statement should accompany the application.

2.0 INSURANCE COVERAGE

- 2.1 Group health insurance coverage will be continued during the period of disability leave but in no event exceed 12 weeks. The University will offer insurance continuation as required by COBRA at the end of the 12 weeks.

3.0 DURATION AND RETENTION

- 3.1 An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than 60 days prior to the originally scheduled return date. A disability leave may not exceed two years.
- 3.2 The employee will retain reinstatement rights to his/her current position if the disability leave is one year or less. The University will make every effort to reinstate an employee to the same or similar position if such leave exceeds one year.

4.0 DISABILITY RETIREMENT REINSTATEMENT

- 4.1 In the case of an administrator who has been granted a disability retirement through PERS or STRS, the period of reinstatement shall be in accordance with the prevailing rules of the state retirement system. An employee who wishes to be reinstated from disability retirement must make written application to the Vice President and must complete a "fit to return to duty" examination showing recovery from the disability or injury and attest that the essential functions of the position can be performed. The physical examination shall be given by a licensed physician designated by the University or in the case of disability retirement, by a physician designated by the state retirement system. The cost of such examination will be borne by the individual. No application for reinstatement will be valid if filed after the date that an employee is eligible for service retirement with the state retirement system. The University will consider an application submitted under this provision, however, reinstatement is not guaranteed.