

Article 14

MEDICAL SEPARATION/LEAVE

A. TERMS

When the University determines that an employee is unable satisfactorily to perform essential assigned functions due to a medical condition, that employee may be medically separated or placed on medical leave.

B. NOTICE

1. Written notice of intent of medical separation or leave shall be given to the employee, either by delivery of the notice to the employee in person, or by placing the notice of intent in the United States mail, first class postage paid, in an envelope addressed to the employee at the employee's last known home address. It shall be the responsibility of the employee to inform the Printing Services Department in writing of any change in such address. Whether delivery is made in person or by mail the notice of intent shall contain a Statement of Delivery of Mailing indicating the date on which the notice of intent was personally delivered or mailed.
2. Such date of delivery or mailing shall be the date of issuance of the notice of intent.
3. The notice shall:
 - a. inform the employee of the action intended, the reason for the action and the effective date of the action;
 - b. inform the employee of the right to respond and to whom to respond within ten (10) calendar days from the date of issuance of such notice of intent in accordance with instructions given by the University in the written notice sent to the employee. After review of the employee's timely response, if any, the University shall notify the employee of any action to be taken.

C. BREAK IN SERVICE

If a regular employee separated under this Article is reemployed within ninety (90) calendar days, a break in service does not occur. If an employee is receiving disability payments from a retirement system to which the University contributes and is reemployed within three hundred and sixty-five (365) calendar days, a break in service does not occur.