

Records and documents relating to medical certifications, recertifications or medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records in separate files/records from the usual personnel files.

Section 6.11 Disability Leave After completion of the twelve (12) week family and medical leave requested because of a serious health condition, an unpaid supplemental disability leave of absence may be granted to employees who have completed the introductory period, subject to the City's right to require medical proof. Requests for disability leave shall be in writing, signed by the employee, and given to the City Manager. Employees who are anticipating a leave of absence under this section may be required to present a physician's certificate recommending that the employee continue at work and in all cases, the employee's attendance and job responsibilities must be satisfactorily maintained. All employees returning to work from a disability leave must present a physician's certificate establishing to the City Manager's satisfaction that the employee is physically and/or mentally able to perform the employee's job.

Section 6.12 Workers Compensation Leave A workers compensation leave of absence will be granted to employees who have completed the Introductory Period and who are unable to continue to work for the City because of a work related injury, illness, or other disability for which the employee is entitled to receive benefits under the workers compensation laws of the State of Michigan and is receiving voluntary payments from the City, subject to the right of the City to require medical proof. In all cases of workers compensation injuries, the employee must be seen by a physician designated by the City. Requests for workers compensation leave shall be in writing, signed by the employee, and given to the Manager. The City may request at any time, as a condition of continuance of a workers compensation leave of absence, proof of a continuing inability to perform work for the City. In the event that the City on the advice of a physician selected by the City, determines that the employee is capable of returning to work, with restriction the City will make every effort to accommodate in the department the employee is regularly scheduled, however duties outside your department may be utilized. During the period of a worker's compensation leave of absence, the employee shall receive worker's compensation payments, but the leave shall otherwise be without pay or accruing benefits except as otherwise specifically provided elsewhere in *these Policies*. Employees on workers compensation leave are still responsible for paying their insurance co-pay amounts. All employees returning to work from a workers compensation leave of absence must present a physician's certificate establishing to the City's satisfaction that the employee is physically and/or mentally able to perform the employee's job.

The City reserves the right to create light duty positions to aid employees to return to their full-time position. However, the number and duration of light duty assignments shall be at the sole discretion of the City, and such positions shall be used solely to assist employees with the transition to full-time duty.

Section 6.13 Military Leave and Reinstatement Employees required to perform active duty for training or to perform emergency duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's Commanding Officer. For each day that a full-time employee is on such leave when the employee otherwise would have worked, the employee will be paid the difference between the employee's

straight time regular rate of pay for eight (8) hours and the amount the employee received for such training, for up to a maximum of ten (10) days per year. Evidence of military pay sufficient to the City must be provided. The provisions of this Section do not apply to an employee's initial period of active duty for training.

Section 6.14 Jury Duty Leave Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. Eligible employees may receive pay for jury duty as set forth in the City's Jury Duty Leave Policy. In order to be eligible to receive jury duty pay an employee must:

- (a) Be a regular full time or regular part time employee
- (b) Give their Supervisor reasonable advanced notice of the time that the employee is required to report for jury duty
- (c) Give satisfactory evidence that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay
- (d) Return to work promptly after being excused from jury duty service

Section 6.15 Bereavement Leave In the event that a death occurs in an employee's immediate family, an employee shall be granted up to three (3) consecutive paid days of leave. "Immediate family" shall mean the employee's current spouse, children, mother, father, sister, brother, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. Employees who lose work from their regularly scheduled hours while on such leave shall receive pay at their regular rate for all time lost for up to the number of hours the employee was regularly scheduled to work on the days missed. No bereavement leave will be paid for any day on which a holiday falls, but the paid holiday shall be construed as a paid day in lieu of one of the bereavement leave days referred to herein. No bereavement leave will be paid to any employee while on vacation leave of absence or layoff, but an individual may reschedule the vacation at a later date and receive bereavement leave. Bereavement leave requests for persons not listed herein may be taken from accumulated PTO up to the number of hours the employee was regularly scheduled to work on the days missed upon the approval of the Manager. Upon being presented with special circumstances, the Manager may approve additional leave.

Section 6.16 Return to Work after Leave of Absence Employees returning from approved paid leaves of absence, family and medical leave, or military service leave will be reinstated to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Employees returning from other leaves of absence shall be offered reinstatement to the employee's former job classification if a position is currently open and available. If there is no position currently open and available in the employee's former job classification, reinstatement shall not occur until a position in the employee's former job classification becomes open and available. The City reserves the right not to reinstate any employee who is no longer qualified for the position because of their physical or mental condition or the failure to maintain a necessary license or certification. This section shall be implemented consistent with the requirements of federal and state disability discrimination laws and the federal FMLA.