

Personnel Reform
Agency Implementation Guideline # 8

Subject: Employees on Medical Leave Without Pay	Issued: September 28, 2012
	Effective: September 29, 2012

Summary:

Provides guidance to agencies to transition current covered permanent status employees who are on Medical Leave without Pay prior to September 29, 2012 and are expected to remain on Medical Leave without Pay after September 29, 2012.

Background:

Under the existing personnel rules, an agency head may authorize a permanent status employee to be on Medical Leave without Pay (MLWOP) if the employee is unable to work due to a non-job-related, seriously incapacitating and extended illness or injury which has been documented by a physician, and the employee has exhausted all leave balances, including any leave donated to the employee. MLWOP terminates when the employee returns to work or is on leave without pay for 180 days, whichever occurs first.

Under the new State Personnel System, Medical Leave without Pay will no longer exist.

Guidelines:

1. For employees who are on MLWOP as of September 28, 2012, MLWOP will continue for up to 180 days in accordance with the Personnel Rules in effect through September 28, 2012.
2. An employee who returns to work after a period of MLWOP after September 28, 2012 shall return to a position, if available and funded, in accordance with the State Personnel System Rules in effect at the time of return.
3. On or before October 12, 2012, agencies shall submit a report to the ADOA Human Resources Division listing employees that were on Medical Leave without Pay as of September 28, 2012. The report shall include the following:
 - Employee's name
 - Employee's EIN
 - Covered/Uncovered status as of September 29, 2012
 - Date the employee was placed on MLWOP
 - Brief description as to why the employee is on MLWOP

Additional guidelines and/or procedures may be issued after September 29, 2012.