



SUBJECT: 400 Human Resources

Policy: 406.9 Disability Leave

Effective:

Revised:

Reviewed:

In accordance with State of Montana policy, College employees who are unable to perform some or all of the duties of their position due to a disability that is the result of a short-term illness or injury may request a leave of absence. Leaves of absence due to disability may include the use of sick leave, annual leave, personal leave, compensatory time, or leave of absence without pay. This leave will be used concurrently with Family Medical Leave.

Employees applying for leave of absence due to disability must complete a Leave Request Form and provide medical certification from a healthcare provider specifying that the disabling condition requires a leave of absence. The medical certification form is available through Human Resources. The statement should estimate the length of time off needed. A release to return to work is required before the employee will be able to return to work.