

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Disability Leave	Policy #: 5.7.1
Prepared by:	Revision #:
Approved by: Board of Directors	Effective Date: 7/24/2015

5.7.1 Disability Leave

POLICY: This applies to staff Registered Nurses and all Provider staff (NP, PA, DO, MD).

PURPOSE: To provide guidance on granting of disability leave and a list of circumstances.

OBJECTIVE: To ensure proper coverage and continuity of patient care in the occurrence of clinical staff absence.

PROCESS/PROCEDURE:

An absence with or without pay can be granted by approval of the CEO or Chief Medical Officer as appropriate which will consider the circumstances with a periodic review of employee medical record for the following reasons:

- Death of a Family member
- Hospital Admission
- Outpatient surgery
- Outpatient medical procedure or treatment
- Valid and properly reported work injury
- Long term illness or injury (25 hours or more of consecutive time.).
- Reasonable accommodation of recognized disability

Employees earn disability leave at the rate of 5 days every year and will not carry over from one year to another and pay will not be issued in lieu of disability leave days forfeited.