

ORDINANCE NO. 416

AN ORDINANCE AMENDING THE 'EXTENDED MEDICAL LEAVE' SECTION OF THE 'CITY OF CREEDE EMPLOYEE HANDBOOK'

WHEREAS, the Board of Trustees has determined that the existing extended medical leave section of the City of Creede Employee Handbook is in need or revision;

NOW THEREFORE, be it ordained by the Board of Trustees of the City of Creede, Colorado, that the City of *Creede Employee Handbook* shall be amended in the following manner:

Section 1. The 'Extended Medical Leave' section of the City of Creede Employee Handbook is repealed in its entirety and readopted to read as follows:

EXTENDED LEAVE

An extended leave of absence is available to eligible full-time employees under certain circumstances. Eligible employees may take up to four (4) weeks of paid extended leave within any calendar year. An additional eight (8) weeks of unpaid extended leave may be taken for a total of up to 12 weeks of extended leave within any calendar year. Leave under this section must be used within each calendar year and, if not taken, does not carry over into a subsequent calendar year.

Extended leave may be taken under the following circumstances:

- On the birth of an employee's child;
- On the placement of a child for adoption or foster care with an employee; or
- When an employee is unable to perform at least one of the essential functions of their position for medical reasons.

Eligibility:

To be eligible for extended leave under this policy, an employee must:

- be a full-time, year-round employee;
- be employed by the City of Creede for at least 12 months prior to the request for extended leave; and
- have exhausted all available regular leave including sick leave, personal leave, vacation leave and comp time.

If the eligible employee is requesting extended leave for medical reasons, said employee must provide medical certification to the City Manager. Medical certification shall consist of a written statement from a physician or other qualified medical professional stating that the employee is unable to perform at least one of the functions of his/her position for medical reasons. Employees on extended leave for medical

reasons will be required to provide a physician's report on their health status every two (2) weeks for the duration of their extended leave.

When the need for leave is foreseeable, the eligible employee must provide at least thirty (30) days notice to the City Manager. A spoken or written leave agreement may be reached between the employee and the City Manager addressing minimization of impact of the employee's leave, plans for temporary fulfillment of duties, an anticipated return-to-work timeline, accommodations for intermittent or reduced-leave or working from home, and any other concerns either party may have. In the event that leave is required but not foreseeable, written notice should be given to the City Manager as soon as practicable.

Group health care coverage will continue for employees on extended leave for the duration of the leave.

Should an eligible employee be unable or unwilling to return to work following the exhaustion of all available extended leave under this policy, said employee shall be deemed to have resigned from employment with the City.


Section 2. Recording and Authentication. This ordinance, immediately upon its passage, shall be authenticated by the signatures of the Mayor and City Clerk, recorded in the Town Book of Ordinances kept for that purpose, and published according to law.

Section 3. Publication and Effective Date. This ordinance shall take effect thirty (30) days after publication following final passage.

Section 4. Declaration of Public Interest. This ordinance is necessary to preserve the peace, health, safety welfare, and to serve the best interests of the citizens of the City of Creede, Colorado.

Introduced, read by title, and passed at first reading February 11th, 2019.

Passed final reading and adopted on March _____, 2019.



Jeffrey Larson, Mayor

ATTEST:



Randi Snead, City Clerk/Treasurer