



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Disability Leave

Policy:

Any regular full-time employee who suffers from sickness or disabilities which make him/her unable to perform assigned duties, may be granted a leave of absence, without pay, for a reasonable time but generally not to extend beyond a twelve-month period. Accrued personal and major medical leave should be exhausted before the granting of a leave of absence without pay.

Alcorn State University reserves the right to require medical statements in support of uses of benefits under this policy. The physician's statement must include the beginning date of the sickness or disability, and to the extent known, the ending date of the disability or sickness, as well as the return to work date. When the employee returns to his/her duties, the employee shall submit a statement from his/her physician which reflects the physician's opinion that the employee has the ability to return to work.

Failure to provide requested necessary documentation may result in leave not being approved and/or termination of employment for job abandonment. The fact that accrued personal and/or major medical leave exists does not prevent termination of an employee; however, an employee may be protected from termination when the leave falls under the FMLA.