

Usage

Illness or Injury

Health leave shall be allowed when an employee is absent from duty because of illness or injury. Health leave may also be used when an employee's immediate family member requires care due to illness or injury.

Health leave may be used for medical, dental, optometric, medical health counseling that the employee or immediate family member must undergo.

Other Health Needs

Employees may also use health leave to address mental, physical or other health related needs outside of illness or injury.

Terms of Use

Employees may use health leave to take one (1) day to take care of their mental health without submitting a medical certification. To use health leave, for this reason, will require the employee's supervisor's approval.

The employee is entitled to use accrued health leave from the time leave is first earned.

Medical Certification

Any absence on health leave when the employee misses more than two (2) consecutive days of work due to illness or injury must submit a medical certification from a medical physician in order to claim health leave to return to work.

If the supervisor has reasonable grounds to believe that the employee is misusing health leave or requesting health leave for purposes other than the reasons listed above, the employer may notify the employee in writing to submit a medical certification. If the certification is not provided or is unpersuasive, the supervisor may deny the health leave request.

Transfer of Sick/Health Leave

If an offer and acceptance for a new period of employment is agreed upon under a new employment contract/appointment, all accrued and unused health leave credits from the prior contract/appointment will be carried over to the new contract.

Unused Health leave earned with another Government agency within the CNMI will be transferred to the NMC employee's account if certification is received from the other agency, except in the case of retirees. However, if the employee

is separated from the CNMI Government service for a period longer than three (3) years, the employee shall be divested of accumulated health leave.

Unused Health leave is not paid out to the employee when they separate from the College.

Employees are eligible for sick leave from the Commonwealth Government's Sick Leave Bank program pursuant to 1CMC8271-8275 (PL8-25, the Northern Mariana Islands Government Employees Sick Leave Bank Account), as amended and applicable regulations adopted on October 16, 1997 and published in the Commonwealth Register, Vol. 19, No. 11, on November 15, 1997, at pages 15748-15757. There shall be no informal transfer of sick leave amount employees outside of the CNMI Government Employees Sick Leave Bank program.

References

HR Policy 5010