



Williamson County Government Medical Leave of Absence Procedures

Should an employee be out for more than three (3) consecutive days of incapacitation and under treatment by a health care provider, the Williamson County Human Resources Department is to be notified.

The employee is responsible for submitting a completed medical certification form from the health care provider to determine eligibility for FMLA or non-FMLA. The completed medical certification form is to be submitted to the Human Resources Department.

Once eligibility of FMLA or non-FMLA has been determined, the appropriate person in the department of the employee applying for leave will need to submit a PCN.

Should the employee be out for seven (7) continuous days, due to his or her own illness, the employee may be eligible for the Temporary Disability Program. The Benefits Department will communicate to the employee of his/her eligibility.

Questions regarding FMLA contact:

Bethany Tucker (615) 591-8504 or Bethany.tucker@williamsoncounty-tn.gov

Savanna Williams (615) 786-0192 or Savanna.williams@williamsoncounty-tn.gov

Temporary Disability Program

The Temporary Disability Program only applies to Full Time Williamson County Government Employees

This program is not an income replacement or supplement. It is to maintain and continue your payroll deductions during your leave period.

Full Time employees of Williamson County Government are eligible for this benefit after working thirty (30) consecutive days. Enrollment is automatic with no cost to the employee.

Full time employees who are under a physician's care and have been deemed unable to work seven (7) consecutive calendar days due to non-job related illness, injury or condition will be covered under the Temporary Disability Program. This program will begin on day eight (8) day of disability and will continue for up to six (6) months.

Employees who qualify will be paid as follows:

1. All available **sick time** will be paid as of the first day that the physician has deemed the employee unable to work.
2. Up to sixty (60) **rollover sick days** that have been placed in his/her retirement account (rollover) will be paid.
3. If applicable, all accrued **comp time** will be paid.
4. Once all sick, rollover and comp time have been depleted, the employee will have the option to use all vacation time. Once all vacation time has been paid or the employee chooses not to use vacation time, then;
5. The employee will draw the Temporary Disability Benefit for the balance of the six (6) month disability benefit period.

In the event the employee does not have enough sick time to cover the 7-day waiting period, the employee may elect to use vacation time, comp time or unpaid time. On the 8th day, the employee will be paid based on the guidelines outlined above.

If a County holiday falls within the days that the employee is using sick, rollover, comp or vacation time, the employee will receive holiday pay. Only when the employee has rolled into the disability benefit, will no holiday pay be allowed.

In order to accrue vacation and sick time, an employee must be in paid status and accumulate 120 hours of paid time in the respective calendar month. (Paid time status includes; regular hours worked, sick, vacation, comp and rollover).