



## **Board Policy No. 236**

### **Disability and Leave of Absence Policy**

**ADOPTED:** 09/11

**RECENT AMENDMENT:** 9/27/17

**SEE ALSO:** N/A

**SUBJECT CATEGORY:** SECTION 200, HUMAN RESOURCES

**SUBSECTION:** HUMAN RESOURCES

**CONTROL DEPARTMENT:** HUMAN RESOURCES

#### **I. PURPOSE**

The Disability and Leave of Absence Policy is designed to guide the Human Resources Leave Management Department in meeting District accommodation and leave obligations concerning injuries, illnesses, and disabilities of current employees. This policy is meant to comply with all State and Federal laws and mandates including, but not limited to, the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), the Americans with Disabilities Act (ADA), the California Fair Employment and Housing Act (FEHA), California Workers' Compensation statutes and all applicable Collective Bargaining Agreements.

#### **II. PERSONS AFFECTED**

All District employees, represented and unrepresented, are affected by this policy, not inclusive of Board Members.

#### **III. DEFINITIONS**

“**District**” refers to the Alameda Contra Costa Transit District.

“**Board**” refers to the Board of Directors.

#### **IV. POLICY**

##### **A. Compliance with Legal Requirements**

The District's approach to meeting its obligations under disability statutes for covered individuals will be on a case-by-case basis, taking into consideration the nature of the individual's functional limitations, the operational needs of the District and the rights of covered individuals. The District will fully comply, as defined by respective statutes, with all State and Federal laws and mandates including but not limited to FMLA, CFRA, ADA, FEHA, and California Workers' Compensation, as well as applicable Collective Bargaining Agreements.

##### **B. Implementation and Statutory Updates**

The Human Resources Leave Management Department will be the lead department for implementing and administering this policy and its associated procedures.

This policy and its associated procedure will be updated, as required, to comply with all State and Federal laws.

## **V. AUTHORITY**

### **A. Board Authority**

In compliance with regulatory updates that may require amendments to this policy, the Human Resources Leave Management Department will advise the Board of Directors of changes or amendments, as needed. The Board shall have sole authority to amend of this policy, per the recommendation of the Human Resources Leave Management Department.