

ANNE ARUNDEL COUNTY

employee will be advised in advance that a medical certificate will be required to support any further granting of [sick] DISABILITY leave, regardless of duration.

(H) [(i)] The department head shall report to the personnel officer any employee who loses excessive time from his employment or appears to be suffering from some mental or physical disability that interferes with the proper and satisfactory job performance. The personnel officer shall conduct any necessary investigation and make appropriate recommendations to the department head for DISABILITY LEAVE, disciplinary action or removal of the employee. The personnel officer may require the employee to undergo an additional physical examination to determine his suitability for retention in [the] ACTIVE county service.

(I) [(j) Sick] DISABILITY leave may be advanced subject to the following provisions:

(1) All available accumulated [sick] DISABILITY leave to the employee's account must be exhausted.

(2) The amount of advanced [sick] DISABILITY leave to an employee's account may never exceed thirty days at any time.

(3) Where it is known that the employee is to be retired or where it is anticipated that he is to be separated, the total advance may not exceed an amount which can be liquidated by subsequent accrual prior to the separation.

(4) There is a reasonable assurance that the employee will return to duty.

(5) A medical certificate attesting to the necessity for the absence shall support the request for advance [sick] DISABILITY leave.

(6) All advanced [sick] DISABILITY leave unearned at the termination of employment shall be reimbursed to the county at the employee's daily rate of pay.

(7) Only employees with permanent status are eligible to receive advanced [sick] DISABILITY