

# MEMORANDUM

**State of Alaska**  
**Department of Administration**  
**Division of Personnel**

**To:** All Human Resources Managers

**Date:** May 2, 2002

**From:** Sharon Barton  
Director  
Division of Personnel

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**Subject:** Interpretive Memorandum 02-S-002  
Medical Leave Bank, Supervisory Unit Employees

Many of you have asked, "In what circumstances may Supervisory Unit employees access their banked medical leave balances?" This memorandum is intended to answer your questions.

In order to use any of the banked medical leave there must be a medical disability that prevents the employee from working for five consecutive working days (Article 29 (G) (1)).

In family and medical leave situations involving illness or injury, banked medical leave may also be used (Article 29.1 (C) (3)). Any one medical disability that prevents the employee from working, as certified by the attending health care provider, which exceeds five consecutive days, will be first charged to personal leave. After exceeding the five consecutive days the total leave taken shall be charged to the medical leave bank (Article 29.1 (G) (2)).

An employee can elect to retain 37.5 hours of personal leave in his or her account for use upon return from leave taken under the provisions of FMLA (Article 29 (C) (3)).

If you have questions regarding this matter, please direct them to the Labor Relations Specialist assigned to your department.

cc: David Koivuniemi  
Assistant Commissioner

David Stewart  
Personnel Manager