

# Leave of Absence Summary

All leaves offered through our district are UNPAID. Employees may use any accumulated leave to cover their leave. It is the employee's responsibility to enter their leave days accordingly prior to their leave. Once a leave has been approved, the employee may reach out to the Payroll Department to inquire about any questions concerning their leave balance and/or salary. Any unapproved absences or absences take beyond the number of accumulated and available paid leave shall result in deductions from the employee's pay (Dock Pay).

## Family Medical Leave Act (FMLA)

1. **12 weeks or 60 days of leave per FMLA Calendar Year** (September – August)
2. Must meet qualifications
3. Must have worked for at least 12 months
4. Must have worked for at least 1,250 hours in the 12 months prior to the leave's start date.
5. If an employee does not qualify for FMLA, they will automatically be placed on Medical Leave.
6. Job Protection with health insurance continuity.
7. If employees do not have enough days to cover their leave, employees are responsible for their supplemental insurance premiums.
8. If an employee cannot return after 12 weeks, can enter into a medical leave for 30 days.
9. If employees cannot return after medical leave, they will become inactive.

### Medical Certification

4. Needed for both FMLA and Medical Leave.
5. 15 days to turn it in from point of request
6. Failure to provide:
  - FMLA will be denied / retracted
  - Will be unable to use paid leave.

### Return to Work

3. Employees must provide a fitness-for-duty certification at least two days prior to the date they intend to return to work.
4. Every attempt will be made to restore an employee from leave to their original position. If the employee's original position is unavailable, the employee will be placed in an equivalent pay and benefits position

## Medical Leave

1. **30 days - not job protected**
  - Can only be used 2 times within a school year.
2. May continue their own insurance benefits at their own expense, including the district's portion of their health insurance premiums, if no paid days are available.
3. If an employee is unable to return after the 30 working days or until the employees' own days are exhausted, the employee will be placed on an inactive status.

### Medical Certification

1. Needed for both FMLA and Medical Leave.
2. 15 days to turn it in from point of request
3. Failure to provide:
  - Will be unable to use paid leave.

### Return to Work

1. Employees must provide a fitness-for-duty certification at least two days prior to the date they intend to return to work.
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## Worker's Comp Leave

1. 60 days limit
2. If an employee is unable to return after the 60 working days or until the employees' own days are exhausted, the employee will be placed on an inactive status.
3. Workers' comp will start paying on the 8<sup>th</sup> day, employee must cover the first 7 days (weekends included)
4. Will run concurrently with FMLA / W/C Medical Leave
5. Employees must continue providing Work Status Reports after every doctor's visit.

### Return to work

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## Extended Absence (over 5 days)

1. Subject to supervisor and superintendent approval
2. Will only be approved for the number of days they have available.
  - Cannot use more than **5** State Personal Leave Days and **5** Local Leave Days
3. May continue their insurance benefits at their own expense, including the district's portion of their health insurance premiums.
4. Schedule of Limitations: Not allowed on the day before a school holiday, the day after a school holiday, days scheduled for end of semester or end of year exams, day scheduled for mandated tested, nor on professional or staff development days.

**PLEASE REFER TO DEC LEGAL &  
DEC LOCAL FOR A FULL  
BREAKDOWN ON LEAVES OF  
ABSENCES.**



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