



## Administration Leave of Absence Quick Reference Guide

Leave Type and Qualifications:	Leave Guidelines:
<p><b>FMLA</b></p> <ul style="list-style-type: none"> <li>• Birth of a child</li> <li>• Adoption of a child</li> <li>• Placement/ care of a child in the foster care of the employee</li> <li>• Serious health condition of employee</li> <li>• Serious health condition of spouse, parent, or child</li> </ul>	<ul style="list-style-type: none"> <li>• Accrued paid leave will run concurrent with FMLA</li> <li>• Up to 12 weeks/60 days with board paid contributions</li> <li>• Current position will be held while on FMLA</li> <li>• One additional month of board paid contributions if employee has at least 20 days of accrued sick leave</li> </ul> <p><b>Required Documents for FMLA:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Request for FMLA</a></li> <li>• <a href="#">FMLA Physician's Statement (Employee)</a></li> <li>• <a href="#">FMLA Physician's Statement (Family Member)</a></li> </ul>
<p><b>Intermittent/ Reduced schedule FMLA</b></p> <ul style="list-style-type: none"> <li>• Same reasons as above</li> </ul>	<ul style="list-style-type: none"> <li>• Accrued paid leave will run concurrent with FMLA</li> <li>• Up to 12 weeks/60 days on an intermittent basis</li> <li>• Superintendent may require staff to transfer temporarily to an available alternative position which better accommodates recurring period of leave</li> <li>• Board paid contributions for medical</li> </ul>
<p><b>Extended Health Leave (EHL)</b></p> <ul style="list-style-type: none"> <li>• Serious health condition of employee</li> <li>• Starts right away if employee does not qualify for FMLA or starts once FMLA has been exhausted and additional time is needed</li> <li>• Benefits not paid</li> </ul>	<ul style="list-style-type: none"> <li>• Accrued paid leave will run concurrent with EHL</li> <li>• A like position will be held for the employee</li> <li>• If extra time is needed after FMLA/EHL (110 days total) or EHL employee will be moved to HREQ on Assignment and will need to find their own position</li> </ul> <p><b>Required Documents for EHL:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Physician's Statement</a></li> </ul>
<p><b>Child Rearing Leave (CL)</b></p> <ul style="list-style-type: none"> <li>• Birth and care of child</li> <li>• Starts right away if employee does not qualify for FMLA or starts once FMLA has been exhausted and additional time is needed</li> <li>• Benefits not paid</li> </ul>	<ul style="list-style-type: none"> <li>• Accrued paid leave will run concurrent with CL</li> <li>• A like position will be held for the employee</li> <li>• If extra time is needed after FMLA/CL (110 days total) or CL employee will be moved to HREQ on Assignment and will need to find their own position</li> </ul>
<p><b>Extended Personal Leave</b></p> <ul style="list-style-type: none"> <li>• Reason for leave not covered under FMLA (personal matters at home, relocation, etc.)</li> <li>• Must have two continuous years of service with the district to qualify</li> <li>• Benefits not paid</li> <li>• Cannot be gainfully employed</li> </ul>	<ul style="list-style-type: none"> <li>• Accrued paid leave cannot be used</li> <li>• Current position is <b>NOT</b> held.</li> <li>• Employee will be moved to HREQ on assignment and must find position on their own</li> </ul>

## Administration Leave of Absence Quick Reference Guide

Leave Type and Qualifications:	Leave Guidelines:
<p><b>Voluntary Sick Leave Donation</b></p> <ul style="list-style-type: none"> <li>• Serious health condition of employee, spouse, or minor / dependent child</li> <li>• Check eligibility requirements (on website and contract)</li> </ul>	<ul style="list-style-type: none"> <li>• No membership</li> <li>• Maximum of 100 days within a 12-month period starting with the first day of withdrawal</li> <li>• If an employee receives days through the Sick Bank the combined maximum number of days will be 100</li> </ul> <p><b>Required Documentation to Apply:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Application for VSLD</a></li> </ul>
<p><b>Sick Bank</b></p> <ul style="list-style-type: none"> <li>• Serious health condition of employee</li> <li>• Membership required</li> </ul>	<ul style="list-style-type: none"> <li>• Non-Catastrophic: Eligible for up to 50 days for an illness or injury</li> <li>• Catastrophic: Eligible for up to 100 days for an illness or injury during a 12-month period</li> </ul> <p><b>Required Documentation to Apply:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Application for Sick Bank</a></li> </ul>
<p><b>Injury in The Line of Duty (ILD)</b></p> <ul style="list-style-type: none"> <li>• Must be work related injury or illness</li> </ul>	<ul style="list-style-type: none"> <li>• Eligible for up to 10 paid days for a work related injury</li> <li>• Requires committee approval</li> <li>• May be taken in hourly increments</li> </ul>
<p><b>Workers' Compensation (WCM)</b></p>	<ul style="list-style-type: none"> <li>• May be eligible after all ILD leave is exhausted</li> <li>• Must be an approved WCM leave</li> <li>• Requires medical documentation placing employee in a "no work" status</li> </ul>

### Contact Leaves Administration

**Kellie Petry, Benefits Manager** .....813-794-2748  
 Instructional Staff .....813-794-2981  
 Non-Instructional Staff .....813-794-2391

<http://www.pasco.k12.fl.us/ebarm/>