



Non-Instructional Leave of Absence Quick Reference Guide

Leave Type and Qualifications:	Leave Guidelines:
<p>FMLA</p> <ul style="list-style-type: none"> • Birth of a child • Adoption of a child • Placement/ care of a child in the foster care of the employee • Serious health condition of employee • Serious health condition of spouse, parent, or minor/ dependent child 	<ul style="list-style-type: none"> • Accrued paid leave will run concurrent with FMLA unless designated within the 5 days from receiving the FMLA letter • FMLA starts on first day of leave • Up to 12 weeks/60 days with board paid contributions towards medical and life <p>Required Documents for FMLA:</p> <ul style="list-style-type: none"> • Request for FMLA • FMLA Physician's Statement (Employee) • FMLA Physician's Statement (Family Member)
<p>Intermittent FMLA</p> <ul style="list-style-type: none"> • Same reasons as above 	<ul style="list-style-type: none"> • Accrued paid leave will run concurrent with FMLA unless designated within the 5 days from receiving the FMLA letter • Up to 12 weeks/60 days on an intermittent basis • Board paid contributions for medical and life
<p>Extended Health Leave (EHL)</p> <ul style="list-style-type: none"> • Serious health condition of employee • Starts right away if employee does not qualify for FMLA • Starts once FMLA is exhausted 	<ul style="list-style-type: none"> • Accrued paid leave will run concurrent with EHL • Position held for 110 days (including 60 days of FMLA) • If extra time is needed after 110 days employee will be moved to HREQ on Assignment and will need to find their own position • Employee is responsible for full price benefits including board share <p>Required Documents for EHL:</p> <ul style="list-style-type: none"> • Physician's Statement
<p>Child Rearing Leave (CL)</p> <ul style="list-style-type: none"> • Birth and care of child • Starts right away if employee does not qualify for FMLA • Starts once FMLA is exhausted 	<ul style="list-style-type: none"> • Accrued paid leave will run concurrent with CL • Position held for 110 days (including 60 days of FMLA) • If extra time is needed after 110 days employee will be moved HREQ on Assignment and will need to find their own position Employee is responsible for full price benefits including board share
<p>Extended Personal Leave</p> <ul style="list-style-type: none"> • Reason for leave not covered under FMLA (personal matters at home, relocation, etc.) • Must have two continuous years of service with the district to qualify • Cannot be gainfully employed 	<ul style="list-style-type: none"> • Accrued paid leave cannot be used • Current position is NOT held. • Employee will be moved to HREQ on assignment and must find position on their own • Employee is responsible for full price benefits including board share

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<p>Education Leave</p> <ul style="list-style-type: none"> • Must have two continuous years of service with the district to qualify • Benefits only paid while in final internship in the SRP to Teacher program 	<ul style="list-style-type: none"> • Must complete 15 credit hours per semester or final internship • Current position is held as long as the above guidelines are met
<p>Voluntary Sick Leave Donation (VSLD)</p> <ul style="list-style-type: none"> • Serious health condition of employee, spouse, or minor / dependent child • Check eligibility requirements (on website and contract) 	<ul style="list-style-type: none"> • No membership • Maximum of 100 days within a 12-month period starting with the first day of withdrawal • If an employee receives days through the Sick Bank the combined maximum number of days will be 100 • Must exhaust all available paid leave <p>Required Documentation to Apply:</p> <ul style="list-style-type: none"> • Application for VSLD
<p>Sick Bank</p> <ul style="list-style-type: none"> • Serious health condition of employee • Membership required 	<ul style="list-style-type: none"> • Non-Catastrophic: Eligible for up to 50 days for an illness or injury • Catastrophic: Eligible for up to 100 days for an illness or injury during a 12-month period • Must exhaust all available sick leave <p>Required Documentation to Apply:</p> <ul style="list-style-type: none"> • Application for Sick Bank
<p>Military Leave</p> <ul style="list-style-type: none"> • Called to active duty 	<ul style="list-style-type: none"> • Eligible for up to 17 paid days • Leave will become unpaid on day 18. • Current position held for a total of 110 days. If extending longer than 110 days a job in District will be held. <p>Required Documentation to Apply:</p> <ul style="list-style-type: none"> • Require a copy of the military orders

Contact Leaves Administration

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