



Administration Leave of Absence Quick Reference Guide

Leave Type and Qualifications:	Leave Guidelines:
FMLA <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 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 • Up to 12 weeks/60 days with board paid contributions • Current position will be held while on FMLA <p><u>Required Documents for FMLA:</u></p> <ul style="list-style-type: none"> • Request for FMLA • FMLA Physician's Statement (Employee) • FMLA Physician's Statement (Family Member)
Intermittent/ Reduced schedule FMLA <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 • Superintendent may require staff to transfer temporarily to an available alternative position which better accommodates recurring period of leave • Board paid contributions for medical
Extended Health Leave (EHL) <ul style="list-style-type: none"> • Serious health condition of employee • Starts right away if employee does not qualify for FMLA or starts once FMLA has been exhausted and additional time is needed • Benefits not paid 	<ul style="list-style-type: none"> • Accrued paid leave will run concurrent with EHL • A like position will be held for the employee • 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 <p><u>Required Documents for EHL:</u></p> <ul style="list-style-type: none"> • Physician's Statement
Child Rearing Leave (CL) <ul style="list-style-type: none"> • Birth and care of child • Starts right away if employee does not qualify for FMLA or starts once FMLA has been exhausted and additional time is needed • Benefits not paid 	<ul style="list-style-type: none"> • Accrued paid leave will run concurrent with CL • A like position will be held for the employee • 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
Extended Personal Leave <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 • Benefits not paid • Cannot be gainfully employed 	<ul style="list-style-type: none"> • Accrued paid leave cannot be used • Current position is <u>NOT</u> held. • Employee will be moved to HREQ on assignment and must find position on their own

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Leave Type and Qualifications:	Leave Guidelines:
Voluntary Sick Leave Donation <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><u>Required Documentation to Apply:</u></p> <ul style="list-style-type: none"> Application for VSLD
Sick Bank <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 time <p><u>Required Documentation to Apply:</u></p> <ul style="list-style-type: none"> Application for Sick Bank
Injury in The Line of Duty (ILD) <ul style="list-style-type: none"> Must be work related injury or illness 	<ul style="list-style-type: none"> Eligible for up to 10 paid days for a work related injury Requires committee approval May be taken in hourly increments
Workers' Compensation (WCM)	<ul style="list-style-type: none"> May be eligible after all ILD leave is exhausted Must be an approved WCM leave Requires medical documentation placing employee in a "no work" status

Contact Leaves Administration

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