



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 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 • 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 and life
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 	<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 • Employee is responsible for full price benefits including board share <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 	<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 • Employee is responsible for full price benefits including board share
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 • 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 • Employee is responsible for full price benefits including board share

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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

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