



Instructional 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 <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 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 • 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 • Starts after FMLA is exhausted 	<ul style="list-style-type: none"> • Starts after paid sick time is exhausted • 1st year: position at current work location is held. • 2nd year: position is moved to HREQ on Assignment and will be placed upon their return • 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 • Starts after FMLA is exhausted 	<ul style="list-style-type: none"> • Starts after paid sick time is exhausted • Current position is held up to the baby's first birthday • 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"> • Sick time cannot be used • Current position is held through the end of current school year in which leave takes place • Employee is responsible for full price benefits including board share

Instructional Leave of Absence Quick Reference Guide

Leave Type and Qualifications:	Leave Guidelines:
Education Leave <ul style="list-style-type: none"> Must have two continuous years of service with the district to qualify 	<ul style="list-style-type: none"> Must be furthering their education in their current field. Current position is held through the end of the current school year Employee is responsible for full price benefits including board share
Voluntary Sick Leave Donation (VSLD) <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 time <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
Military Leave <ul style="list-style-type: none"> Called to active duty 	<ul style="list-style-type: none"> Eligible for up to 240 hours Leave will become unpaid once the 240 hours are exhausted <p><u>Required Documentation to Apply:</u></p> <ul style="list-style-type: none"> Copy of military orders
Charter School Leave <ul style="list-style-type: none"> Employment with an approved charter school in Florida 	<ul style="list-style-type: none"> Current position is not held A position in District will be held for the first 2 years. If extending past 2 years no job will be held

Contact Leaves Administration

Kellie Petry, Benefits Manager813-794-2748

Amber Justice, Instructional Leaves Specialist813-794-2981

Kim Glogowski, Non-Instructional/NNB/Admin.....813-794-2391

Rebekah Raitz, Transportation Leaves Specialist..813-794-2368

Mackenzie Kistler, Benefits Billing Specialist.....813-794-2857