



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 child 	<ul style="list-style-type: none"> • Accrued paid leave will run concurrent with FMLA • Up to 12 weeks/60 days with board paid contributions • One additional month of board paid contributions if employee has at least 20 days of accrued sick leave <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 • Up to 12 weeks/60 days on an intermittent basis • Board paid contributions for medical
<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 • Benefits not paid 	<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 <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 • Benefits not paid 	<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
<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 • Benefits not paid • 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

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Leave Type and Qualifications:	Leave Guidelines:
<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 on final internship 	<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</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 <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 <p>Required Documentation to Apply:</p> <ul style="list-style-type: none"> • Application for Sick Bank
<p>Injury in The Line of Duty (ILD)</p> <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
<p>Workers' Compensation (WCM)</p>	<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/>