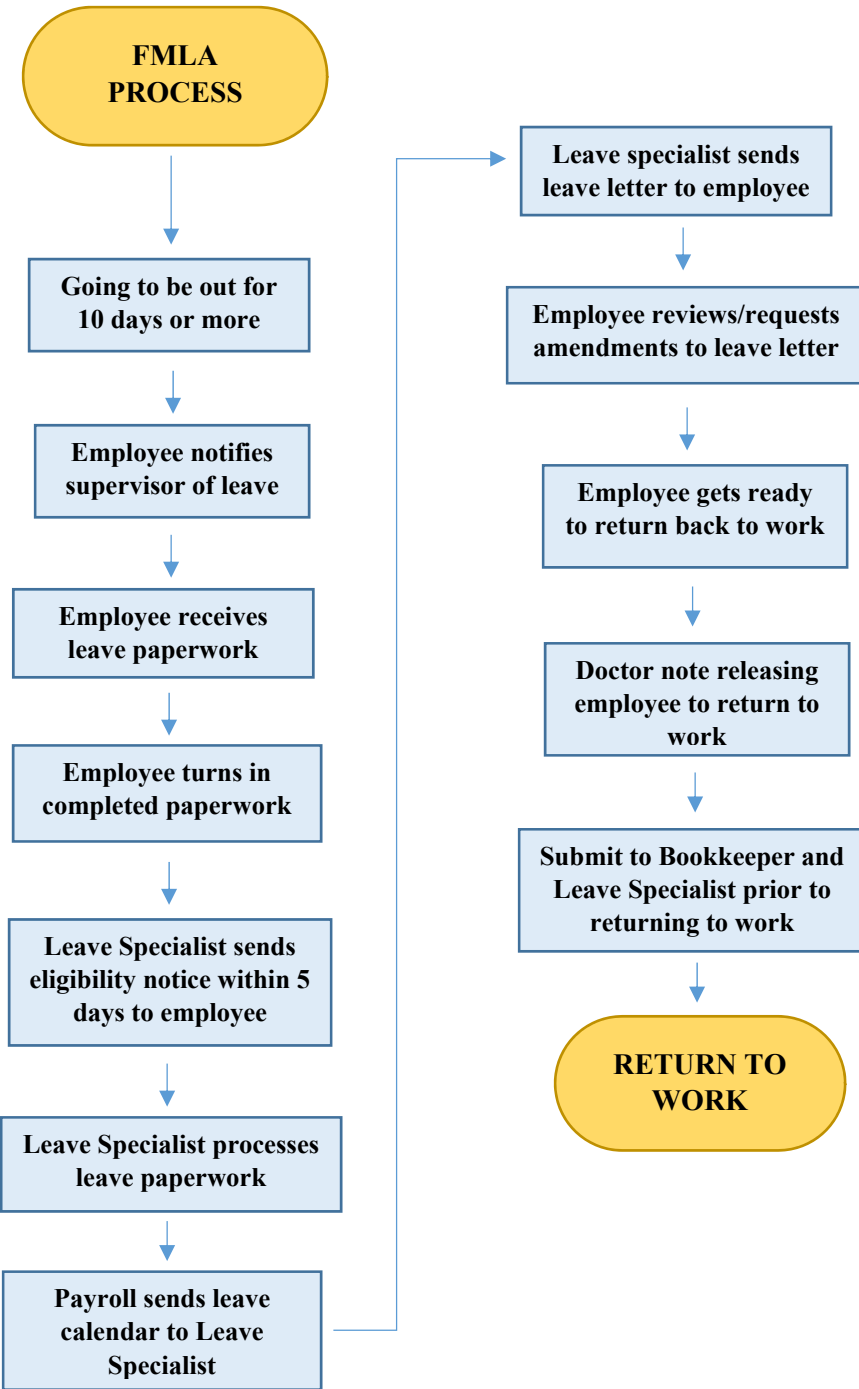


Leave of Absence Flowchart & FAQs



LEAVE FAQs

Who qualifies for FMLA leave?

- Employees who have worked for the employer for at least 12 months **AND** worked a total of 1,250 hours within the 12 month period.

How do I apply for leave?

- Go to the Leave of Absence page to download the leave packet to your specific leave reason. Contact the Leave Specialist with further questions.

Who needs to know about my leave?

- Your supervisor and the HR Leave Specialist

What information is needed for my leave?

- You will need to submit the completed leave packet specific to your leave reason located on the Leave of Absence website.

What is the timeframe for information to be received by HR?

- Maternity leaves should have all documentation submitted at least **3 months** before expected due date.
- Sick leaves should have all documentation submitted at least **30 days** before leave begins.
- Emergency leaves should have all documentation submitted **no later than 15 calendar days**. This insures that paperwork is processed and that your pay/benefits are not affected.

Who is responsible for submitting the documentation for my leave?

- All required documents should be submitted by the employee requesting to take a leave. The employee should follow up with the HR Leave Specialist to verify everything has been received.

How long can I be on leave under FMLA?

- Maternity/Adoption Leave: You may take a maximum of **16 weeks** for maternity leave
- Sick/Family Leave: You may take a maximum of **12 weeks** of FMLA for leave. The maximum amount of leave time allowed should not exceed 180 unpaid days

How do I revise my leave?

- To revise the amount of sick, personal etc. days you want to use during your leave, you would submit in writing (email is fine) what days you are wanting to use and/or any corrections to your leave
- To revise the date your leave begins or ends, a note from your doctor is required.
- To revise your return date for maternity, you would submit in writing your new return date to the HR Leave Specialist.

How many of my accrued days can I use during my leave?

- For maternity leave, you may only use your accrued sick days during the “**medically necessary**” period (typically 6-8 calendar weeks) established by your medical doctor. If you choose to stay out longer than the “**medically necessary**” period, you may then use any accrued local, personal, or vacation days if applicable.
- For sick leave you may only use accrued sick, local, personal, or vacation days if applicable during the time the doctor has written you out of work.
- Adoption – “Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, only one (1) parent is entitled to leave under this subsection (a).” T.C.A. 49-5-710 (2)
- For all other leaves you may use any accrued paid time off during the time period the doctor states is medically necessary for you to be out of work

What types of days can I use for leave?

- You may use any of your accrued sick, personal, local, or vacation days.
- You may choose to go uncompensated if you do not want to use any of your accrued time.

What does uncompensated mean?

- Uncompensated means unpaid. During your leave if you wish to go “uncompensated” you will not be paid for the days you are out for leave. This could affect your benefits and retirement.

What are the steps and consequences if I do not turn in proper documentation for my leave?

- All employees that are out for 10 or more days should submit proper leave paperwork. Failure to do so will result in your paycheck being held until the proper documentation has been provided.
- Failure to submit paperwork in the proper amount of time could result in a recommendation for termination to the Superintendent.

Leave of Absence Flowchart & FAQs

TYPES OF LEAVES

Family Leave

- ✦ Maximum FMLA time off is **12 weeks** or **60** working days
- ✦ Qualifying family members are spouse, parent, or son/daughter*
- *To qualify for taking care of child 18 or older, the child **must** be incapable of self-care.*

Maternity/Paternity/Adoption Leave

- ✦ Maximum FMLA time off is **16 weeks** or **80** working days for maternity/adoption leave
- ✦ **12 Weeks** of FMLA (**60** days)
- ✦ **4 Weeks** of TN Maternity Leave Act (**20** days)
- ✦ This does not mean they are paid....just job protection.

Sick Leave

- ✦ Maximum FMLA time off is **12 weeks** or **60** working days
- ✦ The maximum amount of leave time allowed should not exceed **180 unpaid days**

Military Leave

- ✦ To qualify the employee must be on covered active duty, under a call to covered active duty status, or have been notified of an impending call or order to covered active duty.
- ✦ Family Military Leave – You may take up to **26 weeks** of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

Education Leave

- ✦ All education leaves are FMLA **INELIGIBLE** and **UNPAID**. The maximum amount of time for an education leave is **1 semester**. A request for an extended educational leave must be made to the Superintendent.