

Leaves of Absence Information

An Employee must complete the attached Employee Leave of Absence Request Form:

- When requesting personal medical leave, pregnancy leave, family medical leave, or parental/foster care leave; or
- When requesting unpaid leaves such as military leave, career development leave, unpaid child care leave, school/department needs leave, or unpaid personal leaves of more than five (5) days.

The Employee Leave of Absence Application provides a basis for determining if the requested leave qualifies for pay and benefits, and if it qualifies for special leave status under federal and state laws.

Short Leave Form vs. Leave of Absence Application:

If someone is going to be out for five (5) consecutive days or less for the same condition, they can report their absences on a Short Leave Form. If they are going to be out for six consecutive days or more then they need to request a leave of absence and complete an Employee Leave of Absence Request Form.

Completing the Form (Frequently asked about sections):

Employee complete top section – General Employee Information

- a) Assignment/Job Title: Example – SpEd Teacher, School Psychologist, ESL Teacher, Librarian, etc.
- b) Work Site: Example – Lincoln High School, CTCC, Head Start/Sacajawea Site, BESC, etc.

Section B.

Beginning date – this should be the first full day out. Example: If someone leaves half way through the day on Monday, February 13, 2009, and he or she is out for two weeks and returning to work on February 27, 2009. Beginning date should be 2/14/09 and the return to work date would be 2/27/09.

Selecting full-time vs. part-time when someone is less than 1.0 FTE: If the employee were a 0.8 FTE and need to be off work all of their assignment then the leave would be full time and the employee would then select the full-time option. If the employee is 0.8 FTE and can only work 0.5 FTE per their doctor – they would select part-time and request a 0.3 FTE leave of absence.

Call the leave desk at 503-916-3301 if you have any questions.

Section C.

Medical Leave – The employee's own serious health condition that makes the employee unable to perform the functions of his/her job.

The employee will be required to submit a Certification of Health Care Provider form to qualify for this leave.

Section C continued

Pregnancy – An employee who is pregnant and needs to be out due to her own medical condition prior to the baby being born.

Family Medical – To care for a child, spouse, same sex domestic partner, parent, or parent-in-law of the employee with a serious health condition for FMLA/OFLA eligibility. Note: Other family members may qualify for a leave with **No** FMLA/OFLA eligibility.

The employee will be required to submit a Certification of Health Care Provider form to qualify for this leave.

Parental Leave – Time off for the birth of your child or adoption of a child. In cases of adoption, leave may begin before taking physical custody if needed to complete the custody process.

Parental Leave/Foster Care - You must submit a legal document showing legal guardianship for this type of leave. In cases of foster care, leave may begin before taking physical custody if needed to complete the custody process.

Military Leave- You must submit military orders assigning you to military duty. If eligible, the district provides 11 days of paid military leave.

Other Leaves - An employee would complete this section for unpaid leaves. Check the status that most applies to your situation. You may also attach additional information if necessary.

Section D.

Please have the supervisor/principal sign in the first line. If the employee is Special Education or ESL, please have their supervisor from the department sign as well. Your supervisors signature is only acknowledging the leave request, not approving the leave request.

General Leave Information

1. Whenever applicable, these leaves will be counted towards family and medical leave allowances under state, federal, or both types of leave laws.
2. Leaves are unpaid unless the employee has applicable leave balances that can be used. The leave balances that are available for use depend on what type of leave you will be taking.
3. If the leave is counted toward the employee's FMLA leave entitlements, the employee may continue group health insurance during this type of leave on the same basis as if he/she were actively working, but his/her portion of the premium payment must be received by the 15th of the month prior to the month covered if the premium was not received from a prior payroll deduction. If you experience a

lapse in your Health Care Coverage you may be eligible for self pay (COBRA) benefits. You may contact The Human Resources/Benefits Department with any questions at 503-916-3544.

4. Under certain conditions listed under FMLA (Family Medical Leave Act), the district may require continuation of a leave until the end of an academic term for an employee defined as an “instructional employee” under federal law.

Turning in the application:

Once the application has the appropriate signatures then it should be forwarded to Human Resources. For foreseeable illnesses or injuries the Employee Leave Request Form and Certification of Health Care Provider Form should be completed and turned in 30 days in advance. For unforeseeable illnesses and injuries it should be turned in as soon as practicable.

The Employee Leave Request and Certification of Health Care Provider Form can be turned in together or separately.

Medical Documentation:

Please forward all required medical documentation and notes to Human Resources to be kept in a confidential medical file. It is not necessary to turn any medical information to your school or work site. All medical information is kept confidential by the Benefits/Leave Department.

Unpaid Personal Leaves:

Unpaid personal leaves are reviewed and granted on a case-by-case basis. Some of the factors that are considered when reviewing a request for an unpaid personal leave are:

- Has the employee been granted previous unpaid leaves?
- Are there available and qualified substitutes to backfill for the employee?

Information for employees to consider when requesting an unpaid personal leave:

- Benefits are not continued on an unpaid leave but the employee can continue on self-pay basis
- PFTCE/SEIU/DCU members- If an employee takes a leave beyond six months, they do not have rights to return to their position
- PAT/Non-Represented members – If an employee takes a leave beyond one year, they do not have rights to return to their school/department and become unassigned.