

Following are the process and guidelines for submitting a request for a Leave of Absence:

### **Employee:**

- Employee completes and submits a Leave of Absence Request Form if absence exceeds, or is expected to exceed, 8 days. The employee submits the Leave of Absence Request Form to their School Treasurer (if school-based), or to their Manager (if not school-based). Click here to access the Leave of Absence Form: [Leave of Absence Form](#)

### **School Treasurer/Manager:**

- School Treasurer/Manager reviews the Leave of Absence Request Form to ensure that the employee has completed it fully.
- School Treasurer/Manager calls payroll to verify current leave balances and notes such on form.
- School Treasure/Manager ensures that appropriate signatures are on the leave form and submits the leave form to Human Resources. The leave form must be submitted to Human Resources within 48 hours of receiving the form from the employee.

### **Human Resource Procedures:**

- Once the Leave of Absence Request Form is received, it is reviewed by Human Resources to see what additional action should be taken.
- Human Resources indicates on the form whether or not the employee is eligible for FMLA, signs the form, and sends a copy to the employee and School Treasurer/Manager.
- If applicable, Human Resources provides employee with the *Notice of Eligibility & Right and Responsibilities under the Family and Medical Leave Act form*. If additional documentation is requested by Human Resources, the employee will submit the requested documentation directly to Human Resources.
- If the employee is FMLA eligible and Human Resources determines that FMLA applies, a copy of the *Designation Notice under the Family and Medical Leave Act* will be sent to the School Treasurer/Manager for informational purposes.

**Questions about this process? Contact a member of the Human Resources Team.**