

LEAVE of ABSENCE

MATERNITY LEAVE OF ABSENCE PROCEDURES

According to Board Policy **GBRIE**, no later than the fourth month, an employee should notify the Superintendent, through the principal, of their anticipated departure and return dates so that the administration may make the adjustment necessary for continuation of classes.. You will need to:

1. Complete the *Request for Leave* form, and have your principal sign off and send to Ginger Collins (gcollins@homewood.k12.al.us)
2. Ask your doctor to complete the *Physician's Form to Accompany Request for Maternity Leave* and return directly to you, or fax it directly to Central Office (fax number is on the form)
3. If you are requesting FMLA and/or Catastrophic Leave during your absence please complete the *FMLA and Catastrophic Sick Leave Request* at this time so appropriate measures can be taken to ensure your time away is properly processed.
4. The sooner these forms are returned the quicker your principal can secure a long-term substitute to take care of your class while you are away.

CATASTROPHIC VS FMLA LEAVE REQUIREMENTS

Many times employees find themselves facing an unexpected, long-term illness or life event, or perhaps need to step aside to care for immediate family members. When these situations arise, and the employee will be out for more than **10** consecutive days, they should provide their Principal/Supervisor with appropriate information in order to cover the responsibilities of the classroom and/or job.

*** CATASTROPHIC LEAVE**

1. Complete the *Request for Leave form*, indicating all options that apply, in order to account for the days you will be away from your job.
2. If you are a member of the Sick Bank you can apply for Catastrophic Leave. Upon submission of the *FMLA and Catastrophic Sick Leave Request* form, accompanied by the appropriate *Physician's Form for Maternity Leave* or *Physician's Form for Medical Leave*, your catastrophic request will be presented to the Board for approval. Once approved, Dr. Maddox will send the request to the Sick Bank Committee members at each school and opportunities to donate days on your behalf will be solicited. It is important to note that donated days will not be awarded until all Of your sick days, personal leave and/or vacation days have been exhausted. (A catastrophic illness is any illness, injury, pregnancy, or a medical condition related to

pre-childbirth, certified by a licensed physician, which causes the member to be absent from work for an extended period of time.

- **Family Medical Leave Act (FMLA)**

1. In order to qualify for FMLA you must be employed by Homewood City Schools for at least 12 months or more. FMLA entitled an eligible employee to take unpaid, job-protected leave for specified family and medical reasons, with continuation of group health insurance coverage under the same terms and conditions as if the the employee had not taken leave. It is understood that any sick, personal and/or vacation leave will run concurrently from the date of first absence as long as the need results from one of the qualifying reasons under FMLA. (*Qualifiers include birth/care of newborn child, adoption, foster care placement with employee, care for immediate family member with a serious health condition, or medical leave when the employee is unable to work due to a serious health condition.*)
2. Complete the ***Request for Leave form***, indicating all options that apply, in order to account for the days you will be away from your job.
3. Because FMLA requests also require Board approval it is necessary to complete the ***FMLA and Catastrophic Sick Leave Request form*** and corresponding ***Physicians Form (Maternity or Medical) PRIOR*** to your requested absence when possible.
4. Return all forms to Ginger Collins at the Board Office.
Gcollins@homewood.k12.al.us, or call 205.877-4545 with any additional questions.

REQUEST for LEAVE

Personal – Professional – Sick/Maternity



Please Print:

Employee's Full Name _____ School _____

Request is hereby made for _____ day(s) Date(s) _____

PERSONAL LEAVE
(check all that apply)

___ Day 4 ___ Day 5

Will you need a Sub? ___

Personal Leave Days 4 & 5
Your signature serves as your acknowledgment that a daily substitute fee will be deducted from your next month's payroll.

PROFESSIONAL LEAVE

Purpose of Professional Leave _____

Location _____

Will you need a Sub? ___

Funding Source for Sub:
___ School Allocation for PD
___ Other (specify) _____

___ No Sub Employed

SICK/MATERNITY LEAVE

For Maternity Leave, or Sick Leave expected to last more than 5 days, will you be using:

___ Sick Days
___ Vacation Days
___ Personal Days
___ FMLA/Catastrophic (once Board Approved)

If applicable, attach the **FMLA & Catastrophic Sick Leave Request**, along with the appropriate supporting **Physician's Form**

Employee's Signature _____ Date

PERSONAL DAYS

___ Day 4 ___ Day 5

Principal's Signature ** _____ Date

___ Approved: ___ Disapproved

Superintendent's Signature _____ Date

Day 5 only _____

___ Approved: ___ Disapproved MAT

** Send to: Ginger Collins – Sick Leave, FMLA/Catastrophic form, Dr. Note, 5th Personal Day
Tina Thompson – 4th Personal Day, Professional Leave

FMLA and Catastrophic Sick Leave Request



To request Catastrophic and/or FMLA please complete this form, attach a physician's statement with the approximate effective dates/timeframe and submit to Ginger Collins at the Homewood Board of Education (gcollins@homewood.k12.al.us, or fax 205-879-5970). Both requests require board approval and should be submitted **PRIOR** to the requested time off.

Please Print:

Employee's Full Name _____ School _____

Beginning Date _____ Approximate Ending Date _____

Please select all that apply:

____ As a member of the HCS Sick Bank, I am requesting **Catastrophic Sick Leave** and understand that donated days, if approved by the Sick Bank Committee, will not be awarded until all my sick days, personal leave and/or vacation days have been exhausted. (*A catastrophic illness is any illness, injury, pregnancy, or a medical condition related to pre-childbirth, certified by a licensed physician, which causes the member to be absent from work for an extended period of time.*)

____ I am requesting coverage under the Family Medical Leave Act (**FMLA**) and acknowledge that I have worked for HCS for at least 12 months or more. I understand that any of my sick, personal and/or vacation leave will run concurrently from the date of first absence as long as the need results from one of the qualifying reasons under FMLA. *FMLA qualifiers include birth/care of newborn child, adoption/foster care placement with employee, care for immediate family member with a serious health condition, or medical leave when the employee is unable to work due to serious health condition.*

Date

Employee Signature

Office Use:

MAT

Dr. Note:

PAS:

SLB notice:

**PHYSICIAN'S FORM TO ACCOMPANY
REQUEST FOR MATERNITY LEAVE**



NOTE TO PHYSICIAN: We need your assistance to process a maternity leave request from one of your patients. We understand these answers are being given in advance, and are based on normal circumstances. If there are changes, complications, or extenuating circumstances, the employee may submit an updated medical certification. Based on eligibility for leave under FMLA, we allow qualified employees to have up to twelve weeks of leave. If additional medical certification is needed we will contact you as referenced in the Employee Rights and Responsibilities under FMLA, revised January 2009, U.S. Department of Labor Employment Standards.

Name of Patient _____

Anticipated Due Date _____

Do you expect that this patient will be able to perform her normal work duties with Homewood City Schools up until the time of delivery? ____ Yes ____ No

If **NO**, please provide reason _____

How long after delivery will this patient be incapacitated and unable to return to work?

Additional comments _____

Signature of physician Printed Name Date

Office Address Office Phone Number

For additional questions please contact the HCS HR Department at 870-4203. This form must be given to the patient or faxed to 205-879-5970. Thank you for your help.