



MINOOKA CCSD #201
FMLA / LOA Guidelines

Requesting Leave

- Employees should complete the **Request for Leave of Absence** form at least 30 days prior to the beginning date of the requested leave.
- OR
- If an unexpected event takes place, the employee should submit his/her request as soon as possible.
- The request will need to include:
 - ✓ Approximate start and end dates of the requested leave.
 - ✓ A general explanation for the request. (Birth/Adoption, Own Serious Health Condition, To Care for Family Member, Qualifying Exigency Leave, etc.)
 - ✓ If the requested leave will be taken intermittently or in one block.
- A doctor's note with expected delivery date **is required** for maternity/paternity leave requests.
- Upon receipt of the completed request form, the Business Office will determine if the employee meets the eligibility requirements set forth under the Family and Medical Leave Act.
 - ✓ *A Notice of Eligibility and Rights & Responsibilities* form will be provided to the employee stating their determination of eligibility.

Approval/Denial of Leave

- After a formal request is received and reviewed by the Business Office and Superintendent and determined to be a

qualifying leave, the request will be listed on the next School Board Meeting agenda for approval.

- ✓ If the Board approves the leave request, the employee will receive a *Designation Notice* from the Business Office stating that the request has been approved.
- OR**
- ✓ If the Board denies the leave request, the employee will receive the same notice stating the reason for denial and/or if further information is needed.
 - ✓ If request is approved, the employee will receive a calculation of available sick days that can be used toward the requested leave. **A proration of sick days may occur and will be noted on the calculation worksheet.**

During Leave

- The employee should inform the Business Office and Building Administration of any changes that may extend or shorten the length of time of the originally approved leave of absence.
- The district will inform the employee of any changes that may alter anticipated wages, health insurance benefits, and/or the number of prorated sick days, if applicable.

Continuation of Wages

- The employee and Business Office will review the number of available sick days that can be applied to the leave and/or how many dock days will need to be adjusted from their contract.
 - ✓ Employees should be aware that any changes to the length of time from the original request, changes in the number of available sick days and/or changes in the number dock days will possibly affect their pay.

Additional Information

- A Doctor's release **is required** upon return from requested leave.
- In some cases a *Certification from the Health Care Provider* will be required.