



## *Certificated Human Resources* **Leave FAQs**

1. My child is ill, what reason do I use?
  - a. *Use Personal Necessity (PN) Leave. Unit members may use up to 15 days PN to care for an immediate family member as defined in LFT Article 7.7.1, page 26. PN leave is deducted from accrued Sick Leave.*
2. I need Personal Necessity Leave and I have used my 15 days. Now what?
  - a. *Submit a request to the Payroll department at least 3 days prior to absence.*
  - b. *Absences will be deducted at full rate of pay (LFT Article 7.6.2 p. 26)*
3. I have used all my sick leave, but I am still ill. Now what?
  - a. *You will be paid at a differential rate for up to 100 work days. (LFT Article 7.2.4 p. 20)*
4. When do I use FMLA?
  - a. *FMLA can only be used for serious or chronic illnesses of the employee or an employee's family member. This requires approval from the HR office. (29 U.S.C. § 2612(a)(1))*
5. I am going on a vacation, what reason do I use?
  - a. *Certificated employees do not get vacation. Personal Necessity cannot be used for personal gain, recreation or vacation. (LFT Article 7.6 p. 25)*
6. I woke up with the stomach flu and need to call in my absence, but the system won't allow it. What do I do?
  - a. *Absences need to be called in 2 hours prior to an employee being absent. If an employee realizes that they need to be absent and there is less than 2 hours before their reporting time, they need to report the absence to their designated Campus User for the Substitute Management System. (LFT Articles 7.2.7 p. 22 and 7.6.1 p. 25)*
7. I was injured on the job. Now what?
  - a. *Contact Payroll to initiate the Industrial Accident Leave process. (LFT Article 7.5 p. 23)*
8. I need to be out for my own serious illness and want to use FMLA. What do I do?
  - a. *Contact HR and they will initiate the necessary documents.*
  - b. *Whenever possible, contact HR at least 30 days prior to the absence.*
9. I need to be out for a family member's serious illness and want to use FMLA. What do I do?
  - a. *Contact HR and they will initiate the necessary documents.*
  - b. *Whenever possible, contact HR at least 30 days prior to the absence.*



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10. A family member passed away. Can I use Bereavement Leave?
- Up to 5 days for immediate family member, as defined in Article 7.7.1*
  - Up to 3 days for different family members, as defined in Article 7.7.2*
11. I just found out I am pregnant. Now what?
- Contact HR to initiate FMLA/PDL leave.*
  - Up to 4 months of leave is possible - doctor's note(s) required*
12. What is Baby Bonding Leave?
- HR needs to be notified no less than 30 days before the start of the Baby Bonding Leave.*
  - Up to 12 weeks can be used for Baby Bonding.*
  - If sick leave is exhausted, the employee is paid at a differential rate.*
  - Leave must be used within the first 12 months from birth/adoption.*