

**Medical Leave Process (A)
for Employee
(3 days or more)**

Basic Information:

OFLA: Must be employed for 6 months or 180 days and work an average of 25 hours per week.

FMLA: Must be employed for 1250 hours for 12 months

Eligibility and approval/non-approval determined by HR

Qualify for OFLA/FMLA?

Yes

Is it a serious health condition?

Yes

No

Intermittent or Block Leave for a Serious Medical Condition for Self or Family Member

Two Forms are Required

- 1) OFLA/FMLA Request form;
- 2) Medical certification (choose appropriate form):
 - a) employee's own serious medical condition, or
 - b) family member's serious medical condition

Link to OFLA/FMLA Forms:
<http://www.nclack.k12.or.us/hr/page/bflafmla-information>

Sick Child Leave (non-serious medical condition for a child)

If employee is staying home with a sick child, employee may follow these steps to determine eligibility for OFLA Sick Child Leave:

1. Employee must record the absence as Sick or other paid time available per contract, or Unpaid (if all paid leave is exhausted).
2. Employee enters in the notes: "staying home with a sick child."

The unit timekeeper will then contact HR to determine eligibility for OFLA Sick Child. HR will run an eligibility report, and if approved, HR will be responsible to change the absence to OFLA Sick Child.

Please note: The District may ask for a doctor's note on the fourth occurrence.

Link to HR on Demand video for OFLA Sick Child: <http://www.nclack.k12.or.us/hr/page/hr-demand-ofla-sick-child-leave>

Steps for Approval of OFLA/FMLA Leave

1. Employee completes request form and submits to HR 30 days prior to a planned event and/or within 15 days of an unplanned event.
2. Employee provides medical provider with appropriate medical certification and ensures it is submitted to HR 30 days prior to a planned event or within 15 days of an unplanned event.
3. HR determines eligibility and processes the approval or denial of the request, to include the communication process to employee, supervisor, and secretary.

Recording Absences

Employee is responsible to enter absences in the absence management system according to approved request (OFLA/FMLA or Sick Child).

If the paperwork is in process, employee must record the absence as Sick or other paid time available per contract, or Unpaid (if all paid leave is exhausted), with a note that indicates the paperwork is in process.

Once the paperwork is approved, HR is responsible for changing the past absences to OFLA/FMLA leave, and employee is responsible to enter any future absences as OFLA/FMLA leave.

Note: Absences must be recorded daily, or in a block period, as approved. Payroll periods run from the 11th through the 10th of each month.

Return to Work

Employee is expected to return to work, according to the approval. To make adjustments, employee must do the following:

Early Return: Employee provides a medical release from doctor to supervisor or HR.

Late Return: To extend leave, employee is required to submit an updated medical certification or doctor's note. If employee has exhausted OFLA/FMLA leave, they will be required to follow the process to request an unpaid leave (see Medical Leave Process B).

Absence Management: The employee is responsible to communicate with their supervisor or designee to adjust the absence management system as appropriate.