Medical Leave Process for Unit

(3 days or more)

Unit provides employee Leave Without Pay Form

Link to HR Forms: http://www.nclack.k12.or.us/ hr/page/human-resourcesforms

Steps for Approval of Unpaid

- 1. Employee completes form
- submits to HR.
- 3 HR makes final approval and sends out completed form with signatures to employee,
- 4. Employee enters their
- 5. If the leave is greater than 30 days, the Unit processes an ePar to place the employee on

Licensed Only: Unit provides employee Leave

Link to HR Forms: http://www.nclack.k12.or.us/hr/ page/human-resources-forms

With Pay Form

Unit reconciles or ensures the absence is recorded in Absence Management as Sick or other paid time available per contract. Check with HR, if you have questions. Check with Payroll if

you need information regarding

balances between payrolls.

Does the Qualif Is it a employee for serious Yes Yes No have paid **OFLA** health leave FMLA? condition? available? No Yes Eligibility and approval/nonapproval determined by

HR

Basic Information:

OFLA: Must be

employed for 6

nonths or 180 days

and work an

average of 25

hours per week.

FMLA: Must be

employed for 1250

hours for 12

months

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

When the District (supervisor, secretary, etc) is aware that the employee is staying home with a sick child, the Unit should:

- 1. Ensure the absence is entered as sick leave, or other available leave (to include unpaid), and add administrator note. "in process of determining eligibility for OFLA Sick Child".
- 2. Contact HR to determine eligibility.

Once HR has run an eligibility report, 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; be in contact with HR regarding this.

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

and submits to supervisor. 2 Supervisor recommends

- approval or non-approval and
- supervisor, and secretary.
- approved leave; Unit reconciles or ensures unpaid leave is entered.
- a leave of absence status.

Recording Absences

Unit reconciles or ensures absences are recorded in the absence management system according to approved request.

If the paperwork is in process or there is no paperwork, Unit reconciles or ensures the employee is recording the absence(s) as Unpaid. Employee must enter in notes: "Request for unpaid leave pending", and Unit reconciles or ensures notes are entered.

Note: if an absence is not recorded, then the employee will be overpaid; absences must be recorded daily or according to block approval.

Return to Work

Medical Release: Prior to return to work, employee or Unit provides the medical release to HR

Return: If the employee returns to work earlier or later than the approved date, Unit must contact HR immediately (employee will be required to follow a process to adjust the leave).

ePar: If the leave is greater than 10 days, the Unit processes an ePar to end the leave of absence and make the employee active in Payroll.

Absence Management: Unit adjusts the absence management system as appropriate, or with help of HR.

Return to Work

Employee or Unit submits return to work paperwork to HR prior to return to work. If the employee does not return to work according to the approval, Unit must contact HR immediately (employee will be required to follow a process to adjust leave)

ePar: If the leave is greater than 10 days. Unit processes an epar to end the leave of absence and make the employee active in Payroll.

Absence Management: The Unit adjusts the absence management system as appropriate, or with help of HR.

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

Unit provides employee:

- 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/oflafmlainformation

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.
- 4. If the leave is greater than 30 days, the Unit processes an ePar to place the employee on a leave of absence status.

Recording Absences

Unit reconciles or ensures absences are recorded in the absence management system according to approved request.

Supervisor is responsible for ensuring employee is using approved Intermittent Leave, according to the approval.

If the paperwork is in process or there is no paperwork. Unit reconciles or ensures employee is recording the absence(s) as Sick or other paid time available per contract, or Unpaid (if all paid leave is exhausted). Employee must enter in notes: "O/F pending", and Unit reconciles or ensures notes are entered; and HR will update the absence reason after the approval has been processed.

Important Note: if an absence is not recorded, then the employee will be overpaid; absences must be recorded daily, or according to block approval.

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