

**Medical Leave Process (B)
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

Qualify for OFLA/FMLA?

Eligibility and approval/non-approval determined by HR

No

Do you have paid leave available?

Yes

No

Licensed Only: Employee completes Leave With Pay Form

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

Employee completes Leave Without Pay Form

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

Return to Work

Employee is expected to return to work, according to the approval.

Medical Release: Employee is responsible to submit the medical release to their supervisor prior to return to work.

Early Return: If employee plans to return to work earlier than the approved date, employee is responsible to provide an updated medical release prior to their return to their supervisor.

Late Return: If employee needs to extend their leave, they are required to go through the approval process by completing a new Leave Without Pay form, prior to start of the extension.

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

Steps for Approval of Unpaid Leave

1. Employee completes form and submits to supervisor.
2. Supervisor recommends approval or non-approval and submits to HR.
3. HR makes final approval and sends out completed form with signatures to employee, supervisor, and secretary.

Recording Absences

Employee is responsible to enter absences in the absence management system according to the approved request.

If absences are not entered prior to the start day, the employee is responsible to contact their supervisor or designee for assistance with entering the absence.

If paperwork is in process, employee is responsible to ensure notes are entered to indicate this in the absence management system.

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.

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