



Form A

Special requests can be made to the Office of Human Resources for the **donation of Voluntary Shared Leave** if the employee, as a result of a serious medical condition of self or his/her immediate family, faces a prolonged absence or frequent absence from work, resulting in a potential financial hardship for the employee. The school secretary, the central office Payroll Clerk or the Human Resources Assistant can help you with determining how much leave you currently have and refer you to Human Resources for the final approval. You will be notified within 3 business days whether or not you have been approved for FMLA.

**Licensed Personnel:** I understand that for computing time as a probationary teacher, I must work not less than 120 workdays as a full-time permanent employee in a normal school year.

**ALL Personnel:** I understand that if I go off payroll, I am responsible for all miscellaneous deductions made through payroll deduction. I understand that upon exhaustion of all approved leaves-both paid and non-paid – (including FMLA), I will return to work or my employment will be terminated. I also understand the requested family or medical leave will be counted against my FMLA entitlement. **IF ON MEDICAL LEAVE, I WILL PROVIDE HUMAN RESOURCES WITH A “RETURN TO WORK” RELEASE STATEMENT FROM MY PHYSICIAN.**

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Principal/Supervisor’s Recommendation:</b> <b>Remarks:</b>	<input type="checkbox"/> <b>Approve</b>	<input type="checkbox"/> <b>Disapprove</b>
<b>Signature:</b> _____ <b>Date:</b> _____		
<b>Executive Director of Operations and HR Recommendation:</b>	<input type="checkbox"/> <b>Approve</b>	<input type="checkbox"/> <b>Disapprove</b> <b>Remarks:</b>
<b>Signature:</b> _____ <b>Date:</b> _____		
<b>Board of Education Approval Date:</b> _____		

**OFFICIAL NOTICE**

*The Bertie County Board of Education has reviewed your request for leave of absence and has taken the following action:*

**Approved by:** \_\_\_\_\_

**Denied by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE:**

\*According to the Family and Medical Leave Act (FMLA), an employee is eligible to take up to 12 work weeks of leave because of a serious personal health condition, birth of a child, placement of an adopted or foster child, or to take care of a spouse, son, daughter, or parent who has a serious health condition. To be eligible, the employee must be employed for at least one year and worked 1250 hours over the previous 12 months. During the 12 work weeks of FMLA Leave, the employer's contribution for health insurance premiums will be paid for full-time employees. The employee is responsible for employee cost. As part of the employee's Family and Medical Leave, the employee must first exhaust any paid leave to which he/she is entitled: the remainder of the leave is unpaid.

Leave of absences have an effect on career status and other aspects of employment that are coordinated and approved in Human Resources. It is important that the HR Office review the provisions of the ADA and the FMLA to determine if the employee returning to work is covered under either of these laws.

**FAMILY/MATERNITY LEAVE INFORMATION**

- A request for Leave of Absence form should be filled out prior to the birth of the child or medical leave. All applicable leave forms and a doctor's note should be attached to the request saying how long the recovery period should be.
- Sick leave and/or extended sick leave is available for teachers only and is used for the recovery of the mother/patient and is usually six to eight weeks, depending on the pregnancy and birth or type of illness.
- If you plan to use extended sick leave, you need to write a letter to the Superintendent requesting it. Extended sick leave has a deduction of \$50 per day. This is \$1000 for the full 20 days.
- Annual leave, family medical leave, personal leave, and leave without pay may be used for the care of the child or after exhausting sick leave for a serious medical condition. Family medical leave is up to 12 weeks if you have been employed for a full year. You can use eligible leave within the 12-week period or take eligible leave and then go on 12 weeks of unpaid family medical leave.
- If you are going to be out ten days or more, you cannot use leave that you have not earned.
- If you are on a leave of absence your pay will resume after you report back to work. You will be paid in the next pay period.
- The school system pays the health insurance premium for the employee during the twelve weeks of family medical leave.
- You must pay any insurance premiums you purchase (dental, vision, dependents, etc.) when you go off of the payroll. You should work closely with the payroll clerk on this issue. If the employee is permitted to remain on unpaid leave at the end of the 12 workweek period, the employee becomes responsible for the entire amount of his/her own insurance premium.
- The state allows a one-year leave of absence for the birth of a child. This is a leave of absence without pay. You will not earn experience credit or earn retirement credit. However, it does not cause you to start over in the tenure cycle. (Example: if you are two years into the tenure cycle, you will only have to serve two years when you return).
- If you are a ten-month employee and go off the payroll for more than ten days, you will not be eligible for twelve checks (installments). If your leave begins mid-year, installments will be stopped and you will be paid the escrow amount. If it is the beginning of the school year, you will not be eligible to sign up for installments.
- You may want to go to the State Employees Credit Union and sign up for summer cash if you are not going to be eligible for twelve checks.  If you purchase insurance for dependents, for the first child, you will need to pay the current month and the next month's premium in order to cover the child from birth. This needs to be taken care of as soon as the child is born to avoid paying three months' premiums.
- If you are adding the newborn and already have dependent coverage, you just fill out the form with the name and date of birth because you are already paying premiums. The social security number can be added when you receive it.
- The care of the newborn (in the hospital) should be filed on the mother's insurance under the mother's name.  You must work six full months, receive six full checks, to receive experience credit for the school year.
- When you go off of the payroll, you are not earning retirement credit.
- You should work closely with your school bookkeeper to make sure she is aware of how to key your absence into the payroll system. Absences are handled at the school level for payroll.
- Ten-month employees must keep track of how pay periods are aligned in the calendar since they are in a pre-pay situation all during the school year. For example, you are paid at the end of May, but must work through the middle of June or the last day for teachers.