



Iredell - Statesville Schools

Together, Ensuring *Student Success* by Igniting a *Passion* for Learning

Human Resource Services
Administrative Office Building

LEAVE OF ABSENCE REQUEST

Any absences of 5-7 days must provide a Leave of Absence request and submit to your base facility or school. If you will have **EIGHT (8) days or more it must be processed as a request for leave**. The Leave Request and FMLA Request Form must be completed and sent to Jessica Hartman, Benefit Specialist in Human Resources the day the employee notifies the school or department of the request for leave

FULL Name: _____ Social Security Number: XXX-XX-_____

Position(s): _____

School or Department: _____

Home Phone: _____ Cell Phone: _____

Address: _____
Street City State Zip Code

Type of Leave- Requires a Doctor's Note and FMLA Form

Medical Leave- Employee's Own Serious Health Condition

Reason for Leave: _____

Worker's Comp: yes _____ no _____

Family Leave - To Care for a Family Member

Relationship of family member to employee: _____

Health Condition of family member: _____

Maternity Leave Expected Due Date: _____

Parental Leave Expected Due Date: _____

☐ **Intermittent Leave (Please provide Medical Notes)** _____

Type of Leave- Does not require a doctor's note

Military Leave - Please attach a copy of orders or supporting documentation

Passing of _____ {Please provide copy of obituary, funeral announcement}

Personal Leave Professional Leave Educational Leave - Please attach a Letter of Intent

Expected Dates of Leave:

Start Date: _____ End Date: _____ Expected **Return to Work Date:** _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____





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Family and Medical Leave Act of 1993

To be eligible for Family and Medical Leave, an employee must have been **employed for 12 months** (actual hours worked do not include annual leave, sick leave or other absences for which the employee may have been paid). **The absence must be to care for the employee's own serious health condition or that of an immediate family member** (spouse, son or daughter less than 18 years of age, son or daughter over 18 years of age who is incapable of self-care, or a parent), **the birth of a son or daughter or to care for a newborn child or the placement with the employee of a child for adoption or foster care.**

Completed by HUMAN RESOURCES

1.) Has this employee been employed for 12 months (does not have to be the last 12 months) YES NO

2.) Has this employee actually worked 1250 hours in the past 12 months? YES NO

3.) Is the request for this leave of absence because:

____ Employee's own serious health condition?

____ Serious health condition of an immediate family member?

____ Spouse

____ Son under 18 (Does not include in-laws)

____ Daughter under 18 (Does not include in-laws)

____ Son over 18 who is incapable of self-care (Does not include in-laws)

____ Daughter over 18 who is incapable of self-care (Does not include in-laws)

____ Parent(s) (Does not include in-laws)

____ Birth of a son or daughter and/or the care of a newborn son or daughter

____ Placement with the employee of a child for adoption or foster care

4.) Has this employee used any of his/her 12-workweeks annual FMLA entitlement in the past 12 months?

YES NO If yes, how many weeks? _____

If this request and the employee meet the requirements for FMLA stated above, the employee will receive additional information through the mail concerning the specifics of his/her leave of absence. **Please sign and date below as this serves as notice that this and any related leave will be counted against the employee's 12-workweek annual FMLA entitlement if qualified.**

If the school or department has questions concerning whether or not the leave qualifies as Family and Medical Leave, email Jessica Hartman, Jessica_Hartman@iss.k12.nc.us in Human Resources at

Employee's Signature

Date

Supervisor's Signature

Date





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Leave of Absence Requirements and Guidelines

Any absence (including worker's comp) of eight days or more must be processed as a Request for Leave. The Leave Request Form and FMLA Request Form should be sent to **Jessica Hartman, Benefit Specialist** in Human Resources the day the employee notifies the school or department of the request for leave. The employee is required to notify his/her employer 30 days in advance of a foreseeable leave. If the leave is unforeseeable, LOA packet along with all supporting documentation, doctor notes, obituary, etc., should be scanned/faxed to Jessica Hartman **on or before the first day the employee returns to work.**

The following documentation, along with the COMPLETED Leave of Absence Packet, is required in order to process each type of leave:

Maternity Leave

1. **Contact** – The employee (or your school's bookkeeper) is required to reach out to Jessica Hartman, Benefit Specialist, via email (jessica_hartman@iss.k12.nc.us), **at least 60 days prior to baby's expected due date.**
2. **Leave of Absence Packet** – The employee must complete the LOA packet and have this **signed by his/her supervisor.** This completed packet, along with the doctor's note and Letter of Intent, will allow us to process your Leave of Absence Calendar based on your personal accrued leave balances.
3. **Doctor's Note** – **The note must indicate the expected due date and be signed by the employee's physician. The note needs to be clearly written on the doctor's office letterhead or prescription pad. If a C-section is scheduled, please have the doctor indicate this on the note. Doctor Note MUST have exact date of return to be accepted.**

Medical Leave (including Worker's Comp)

1. **Required Documents** – Along with the **Leave Request** and **Family Medical Leave Act (FMLA) Forms**, the employee must submit a **doctor's note** indicating the start date and expected end date of the requested leave. If the leave needs to be extended, a revised doctor's note must be submitted.
2. **Application for Short-Term Disability (S-TD)** – If an employee is going to be on a medical leave of absence for more than 60 days, the employee may apply for Short-Term Disability (S-TD) benefits if eligible.

Who is eligible for SHORT-TERM DISABILITY (S-TD)?

1. Permanent employees who have one year of Teachers' and State Employee's Retirement System (TSERS) membership, which was earned within 36 months preceding disability.
2. An employee must be determined to be mentally or physically disabled from performing their usual occupation.
3. Disability must have occurred at the time of active employment.
4. Disability must have been continuous and expected to last more than 60 days.
5. Disability benefits may begin on the 61st day following the date the doctor states that the employee is disabled and unable to work or following the last day the employee worked, whichever is the latter of the two.

S-TD Facts:

1. The employee will receive 50% of their salary as of the last day worked.
2. The employee may receive S-TD benefits for a maximum of 365 days after 60 day waiting period.





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3. If the employee has five or more contributing years to the TSERS then the employer will maintain health benefit coverage while receiving S-TD benefits. If the employee has less than five years of contributory service to the TSERS then the employee will be responsible for the employer portion of health benefit coverage. This amount will be deducted from the employee's monthly S-TD check.
4. Any supplemental insurance or other deductions an employee may have may continue while receiving S-TD benefits. These deductions will be deducted from the employee's monthly S-TD check.
5. If an employee is on installment pay, they will be paid out the month the employee goes off payroll or the month S-TD benefits begin.

For the above Leaves of Absence

1. If the employee is requesting **Voluntary Shard Leave**, the **Application for Donation** form must be submitted along with **Notice of Donation** form **a month prior** to going off payroll. This will then be submitted to the HR Director for approval. **IF approved**, employee, bookkeeper and your Supervisor will be notified as to how many days have been approved. If the days are received after the employee is off payroll, the days may not be able to be used.
 - a. Donated days may not be banked or saved for a later date.
 - b. Donated days must be used for the medical condition listed on the application.
2. When the leave begins, I-SS will allow the employee to use all applicable leave in order to maintain status on payroll for as long as possible. **Sick and extended sick leave (for classroom teachers only) is given only during the period covered by the doctor's note.**
3. For any period of time that an employee is protected by FMLA and off payroll, **the employee is responsible** for any insurance premiums and/or supplemental **deductions** they may have. The employee must contact **Kerri Turner at Kerri_Turner@iss.k12.nc.us** at the Race Street office to make payment arrangements.
4. **For any period of time that an employee is not protected by FMLA and off payroll**, the employee will be responsible for the employer portion of the State Health Plan (**\$674.54**) the employee portion of the State Health Plan and any supplemental deductions they may have. The employee must contact Jessica Hartman 704-924-2023 or Kerri Turner at 704-924-2038 at the Race Street Office to either cancel the coverage or to make arrangement of this payment.
5. **Licensed Employees (Classroom Teachers)**, during a leave of absence must consider that their presence is required in the classroom for at least 120 days out of the school year in order to receive credit for the year of experience and to satisfy the terms of their contract with I-SS.

What is the Family and Medical Leave Act (FMLA)?

1. FMLA is the Family and Medical Leave Act of 1993. To eligible employees, **it provides up to 12 weeks of paid or unpaid**, job protected leave for personal illness, birth of a child, placement of an adopted or foster child, or care for an immediate family member with a serious health condition.
2. Employees are eligible if they have worked for I-SS at least 1 year, and 1,250 hours over the previous 12 months.
3. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.
4. For the duration of FMLA leave, I-SS must maintain the employee's health coverage under any "group health plan".
5. See the website concerning FMLA to answer other questions: <http://www.dol.gov/whd/fmla/>





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PLEASE READ VERY CAREFULLY

- Once your baby is born, we will need a revised doctor's note giving us the date of birth, type of delivery, and amount of time out of work. Note can be faxed to my attention at 704-872-2553. **If this note is not received, the amount of days you are paid can be affected and/or your paycheck may be withheld.**
- Baby must be added to health insurance **within 30 days of birth**. Please log into your State Health Plan portal shpnc.org to enter your Baby's name, Date of birth and the Verification of Facts. **Please be sure to let me know if this is your plan so that your payroll deduction amount can be adjusted accordingly. This will affect your payroll deductions!!**
- **Once you receive your baby's social security card, please enter your baby's social security number into the SHP portal under their dependent information and birth certificate. If this is not done, SHP will drop coverage for this dependent.**
- Please contact Colonial in regards to disability to obtain claim form prior to birth of child.
- **The calendar is not guaranteed to be 100% accurate at any time, it is only a projection based on the factors that figure into the specific circumstances of your leave.**
- Classroom Teachers: Extended Days cost you **\$50.00 per day** from your daily pay.
- If qualified, FMLA provides you with up to 12 weeks of **paid or unpaid leave depending on your accrued leave balances**. While covered under FMLA, if you come off of payroll, the employer portion of your Health insurance is maintained (\$674.54). FMLA also provides you job protection.
- **PLEASE NOTE:** For any period of time that you are OPR (leave balances have been exhausted), you will be responsible for any deductions (supplemental insurance, family/dependent health insurance premiums, etc) that you have deducted from your monthly paycheck. You will need to have a check for the total amount of deductions to Human Resources by the 15th of each month that you remain out and will not be receiving a paycheck.
- **And LASTLY, prior to returning to work, you will need a doctor's note releasing you to return work.**

Employee

Date: _____

HR Representative

Date: _____





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Good Morning Everyone!

I have some really good news for our new upcoming parents! Effective 07/01/2023 the State is officially paying for up to 8 weeks of Maternity leave! The Parental Leave begins on the day the **baby is born**.

Qualifications:

- The law applies to state employees and school employees who've been continuously employed by Iredell Statesville Schools for at **least one year** immediately preceding the first request for paid parental leave.
- Applies to births and other qualifying events such as foster placements and adoptions — occurring on or after July 1, 2023.

Entitlement extends to:

- **Full Time Permanent State employees may take the following paid Parental Leave:**
 - Up to 8 weeks after giving birth to a child;
 - Up to 4 weeks after other qualifying events (paternity leave, adoption, fostering a child, becoming a legal guardian)
- **Part Time Permanent State employees also may take a prorated amount of paid leave:**
 - Up to 8 weeks after giving birth
 - Up to 4 weeks after another qualifying event (paternity leave, adoption, fostering a child, becoming a legal guardian)

Coding:

- Code 25-Parental Leave
- The letter "B" will indicate this code on leave calendars.

Qualifying employees will continue to be entitled to up to 12 weeks of leave under FMLA. FMLA will run concurrently. They can apply other forms of leave in addition to the new paid leave to make up the full 12 weeks. For example, a mother who gives birth may be eligible to apply her accrued leave balances to extend her leave of absence.

"What this means is you get eight weeks of paid leave if you give birth, and then you can also take whatever other leave you're entitled to take such as personal leave, annual leave, or leave without pay."

Resources:

- [General Assembly of NC](#)
- [Paid Parental Leave PowerPoint](#)

Please let me know if you have any questions 😊

Let's Plan for Your Baby

Congratulations!

What a magical moment in your life!



Reminder

State Health Plan subscribers must add their newborns to the Plan within **30 days**, even if the subscriber already has child or family coverage. This means that newborns should be added within 30 days of the baby's date of birth.

What To Do



To enroll your newborn, visit the Plan's website at **SHPNC.org** to log into eBenefits or call the Plan's Eligibility and Enrollment Support Center at **855-859-0966**.



When adding a newborn, you **should upload dependent verification documentation in eBenefits**, within 30 days of baby's date of birth.



Proper documentation includes verification of facts within **6 months of birth** or **Birth certificate** or mother's copy listing subscriber as parent.



Paid Parental Leave FAQ
Created 09/08/2023

1. Who is eligible for paid parental leave? Any public-school employee hired to fill a permanent position on a full-time, part-time, or time-limited basis and who has, at the time of the qualifying event, been in pay status with the same PSU and without a break in service within the previous 12-month period. Temporary employees and independent contractors (as defined in Section 1.1.5 of the Benefits Manual) are not eligible.
2. If an employee is hired on a 10- or 11-month contract (e.g., a teacher who works August – May), is the time between contracts considered a break in service? No, a 10- or 11-month employee who otherwise meets the eligibility requirements and is either on contract at the time of the qualifying event or has a contract for the upcoming year (if the qualifying event occurs over the summer), the employee is eligible for PPL.
3. Do less than full-time employees receive fewer weeks of PPL than their full-time colleagues? No. All eligible employees receive the same amount of leave for PPL (8 weeks for a birthing parent and 4 weeks for a non-birthing parent). Employees who work less than full-time hours will receive compensation for PPL based on the percentage of the total wages for the job that reflects the actual time worked. For example, if a teacher's regular salary is \$4,000 per month, and works 60% of the designated full-time hours for that role, he/she would qualify for \$2,400 per month when on PPL ($\$4,000 \times 60\% = \$2,400$). For hourly employees who work less than full time, local PSUs should develop local policy on how their pro-rated compensation will be calculated (e.g., the average number of hours worked per month over the preceding 12 months).
4. Does PPL compensate employees who regularly work overtime hours? No. PPL only provides paid leave for an employee's regular working hours (up to 40 hours per week). In no case can PPL be used to compensate an employee in excess of 40 hours per week.
5. Can a PSU require an employee to use PPL at a certain time (e.g., immediately following the birth or placement of a child)? No. Employees may use PPL at any time during the 12 months following the birth or placement of a child. Additionally, employees may request their PPL in conjunction with any other, existing leave offerings available to a new parent. In all cases, the employee must meet the eligibility requirements for using leave at the time the leave is taken.
6. Can an employee use PPL intermittently (e.g., 3 days per week over a 13 week period)? Possibly. Yes. An employee has the option to forego, delay (within twelve months of the qualifying event) or take PPL on an intermittent basis. The PSU, however, cannot deny, delay, or require the intermittent use of PPL except as agree to by the employee.
7. Do periods of unpaid leave, change to part-time status, or other changes to employment have impact on the 12-month lookback period for PPL eligibility? Possibly. The 12-month employment requirement is twofold, the employee was employed by the PSU for the previous 12 months without a break in service and the total hours in pay status was at least 1,040 hours (including the use of leave). Provided these two conditions are met, the employee is eligible regardless of the type of position in which he/she was employed.
8. Are surrogate, or gestational carriers, eligible for paid parental leave? Possibly, but not always. Paid Parental Leave is available to employees who become parents (or legal guardians) as the result of a qualifying event (birth or legal placement of a child). If an employee gives birth to a



child but is not the legal parent or guardian of the child at the time of birth, then she would not be eligible for paid parental leave. The employee would, however, be eligible to use 30 days of sick leave following the birth for the recuperation period (or more if prescribed by a medical professional). An employee who becomes a parent but does not give birth to the child (i.e., a surrogate gave birth to the child and the employee becomes the child's legal parent immediately upon birth) is eligible for 4 weeks of paid parental leave.

9. Do employees use paid parental leave on holidays and/or required annual leave days? **No.** Employees on Paid Parental Leave are entitled to holidays while on leave. The holiday cannot be counted as part of the employee's PPL entitlement. Schools are required by statute to provide a minimum of ten annual leave days for teachers in the school calendar. If an employee's PPL coincides with one or more of these required annual leave days, then the employer deducts the day from the employee's annual leave balance, not PPL. The employee's PPL entitlement would be extended by the number of required annual leave days charged.
10. For birthing parents, can the 30 days of sick leave allowed for the birth of a child be used after PPL has been exhausted? **It depends.** The use of sick leave following the birth of child is not explicitly stated in current policy or statute, but on the standard practice of medical professionals to prescribe 6 or 8 weeks of leave for recuperation immediately following childbirth. If the employee elects not to use sick leave during the period prescribed by the medical professional, then it would not be allowable to use sick leave at a later time (unless prescribed by a medical professional for that later period). NC statute (115C-336.1) does, however, allow an employee to use up to 30 days of sick leave to care for a child placed with an employee for adoption (or foster care). This sick leave allowance for legal placement can be used at any time during the first 12 months following legal placement.
11. Can an employee use paid parental leave in advance of birth if a medical professional prescribes leave from work (e.g., bed rest)? **No.** Paid parental leave may only be used after the qualifying event (birth or placement). An employee would need to use his/her own available leave to maintain pay status during a period of illness or injury that precedes the qualifying event.