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# Pittsford Schools

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Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534  
**585.267.1006**

Fax: 585.381.9101  
Shawn\_Clark@pittsford.monroe.edu

Shawn Clark  
*Assistant Superintendent for Human Resources*

Subject: Medical Leave Requirements

Dear PCSD Staff,

I hope this message finds you all in good health and high spirits as we gear up for the upcoming academic year.

As we prioritize the well-being of our staff, I would like to take this opportunity to remind everyone about the requirements and procedures related to taking a medical leave.

**Notification and Documentation:**

If you need to take a medical leave greater than four days, it is essential to inform your immediate supervisor and the Human Resources Department as soon as possible and in advance of the anticipated start date of your leave. In cases of unforeseen medical emergencies, notify your supervisor and HR immediately after seeking medical attention.

**Medical Certification:** Upon requesting a medical leave of four or more days, you may be required to provide a medical certification completed by a licensed healthcare professional immediately, but no later than five days after initiation of the absence. This certification should include the following details:

- The date the medical condition necessitated the absence.
- Appropriate information pertaining to your medical diagnosis in order to inform processing of your situation.
- The probable return date of the medical leave.
- A statement that you are unable to perform your duties due to the medical condition.

**Continuous Updates:**

If your medical leave changes or extends from the original expected duration, please keep the HR Department informed about any changes in your circumstances within a reasonable time frame. Additional medical documentation may be required. Regular communication will help us support you better during this time and make necessary arrangements to ensure the smooth functioning of your responsibilities.

**Working while on a Leave of Absence:**

If you are on a medical leave, you are prohibited from doing any work for the district including performing your regular duties, coaching, mentoring, professional development, or any other compensated work as prohibited by law.

**Use of Paid Leave and FMLA (if applicable):**

You may be eligible to use accrued sick leave or other applicable paid leave during your medical absence. Additionally, depending on your eligibility and the nature of the medical leave, you may

be covered by the Family and Medical Leave Act (FMLA) or other applicable state laws. Our HR Department will guide you through the process and provide the necessary information. All required documentation is expected to be provided within the legal time frames. FMLA leaves require medical documentation from a corresponding licensed healthcare provider. Please note, FMLA does not guarantee or provide compensation during an approved leave. Additionally, when FLMA and any accrued leave time are exhausted, you may be responsible for additional healthcare financial contributions.

**Return-to-Work Clearance:**

Before returning to the workplace and resuming your duties, you must provide a return-to-work clearance from your healthcare provider indicating that you can return to work and perform all of your work-related duties. This clearance must be sent to Human Resources.

If you have restrictions, you must provide documentation regarding the restrictions. The district will then engage in an interactive process to determine if your restrictions impact the essential functions of your duties or if reasonable accommodations can be made. This clearance ensures that you are physically and mentally fit to perform your job responsibilities. Until the interactive process is concluded, you will not be approved to return to your duties.

**Confidentiality and Privacy:**

All medical information shared with the HR Department will be treated confidentially and in accordance with applicable privacy laws. We respect your privacy and will only share relevant information with those involved in the process of managing your medical leave.

We are committed to adhering to all applicable State and Federal regulations related to employee leaves. In alignment with our Core Value of creating a "supportive environment for all", we believe in assisting our staff during challenging times, and we encourage open communication to address any concerns or questions you may have regarding medical leaves. If you require assistance or have any queries, please feel free to reach out to the HR Department.

Thank you for your cooperation and dedication to the welfare of our school community. Together, we will continue to create a safe and nurturing environment for our students.