

Enterprise City Schools

MEDICAL LEAVE INFORMATION SHEET

- **Meeting to Discuss Leave**
If you have any questions regarding your leave options or pay while you are out, please contact Delisa Bowman via phone or email. If you would like to meet in person, please call or email to schedule an appointment.
- **Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)**
This form is something we are required to give you. It just lets you know whether or not your leave qualifies for FMLA. This is for your information only. You do not need to do anything with this form.
- **Employee Rights Under The Family and Medical Leave Act**
This page outlines your rights under FMLA. You do not need to do anything with this. It is for informational purposes only.
- **Authorization for Release of Information – HIPAA Compliant (Optional)**
This form gives Dr. Cain permission to contact your doctor if there is something we cannot read or if your doctor has provided instructions for restrictions in your job. This form is optional.
- **Sick Bank Loan Application (if you wish to borrow from the Sick Bank) (Optional)**
If you are a member of the sick bank you may request to borrow up to 10 days from the bank for qualified reasons if you have used or will use all of your sick days. To apply to borrow the days you must complete a [Sick Bank Loan Application*](#). The form is due to the Payroll Department no later than the 10th of the month you wish the sick bank committee to consider the request. The request will be presented to the sick bank committee for approval. All days borrowed from the sick bank must be paid back.
- **Catastrophic paperwork (if you wish to apply for catastrophic Leave) (Optional)**
If you are a member of the sick bank and would like to apply for catastrophic leave, you may do so by completing the [Request for Catastrophic Leave*](#) and having your doctor complete the [Physicians Statement*](#). The forms are due to the Payroll Department no later than the 10th of the month you wish to have your request considered by the sick leave bank committee. Days donated to an employee under catastrophic leave do not have to be repaid; however, the employee must use all sick, personal, flex, comp and vacation days and must borrow all 10 days from the sick bank before donated days can be used. The request will be presented to the sick bank committee for approval. You will be notified in writing of the decision of the committee.
- **Record absences in Kelly** (not applicable to bus drivers or bus aides)
While you are out on medical leave, you will need to record your absences in Kelly regardless of whether or not a sub is needed.
- **If you will not receive a paycheck while out on leave due to taking unpaid days**
If you will not be receiving a paycheck while you are out on leave due to taking unpaid days, you will need to contact the companies in order to pay your premiums directly to them. Your deductions can be found by viewing your paystub. Contact information for all companies on payroll deduction is available at www.enterpriseschools.net under Departments, Human Resources and Employee Benefits.
- **Add newborn to insurance coverage (if applicable).**
If you are out due to maternity leave and have family insurance with PEEHIP or Southland, make sure to add your newborn to your coverage within 30 days of birth. You can do this by going to PEEHIP's website www.rsa-al.gov and click on the member online services link. If you have any questions, please contact PEEHIP at 1-877-517-0020

* All forms can be found at www.enterpriseschools.net under Departments and Payroll

If you have any questions prior to or during your leave please contact:

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334-347-9531 (Phone)

334-347-5102 (Fax)