

# Leaves and Absences

*Policies DEC, DECA, DECB*

## Reporting Absences

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave procedures and forms. All employees must notify their immediate supervisor or his/her designee and submit a time off request through Skyward Employee Access. In [Skyward Employee Access](#) if a sub is needed, please check the box to request a sub when entering the absence in Skyward Employee Access and it will link to Frontline/AESOP to enter the absence to request a Sub. All absences need to be entered in [Skyward Employee Access](#) even if an employee is out of paid leave. All paid leave should be used prior to requesting unpaid leave. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay. Instructions are on how to enter absences in Skyward are on the district website under Human Resources/Forms and Handbooks.

An [Extended Leave Form](#) must be submitted to the principal/designee or immediate supervisor/designee three days in advance of the anticipated absence if asking to take more than three consecutive workdays. Once the supervisor approves, the request will be reviewed by the superintendent/designee. If the supervisor and superintendent approve the leave, the employee will be notified via email by Payroll/Benefits and shall immediately report the absence in Skyward and Frontline [if applicable].

## Recording of Leave

Exempt staff (Professional) may use paid leave in one-half or whole day increments. Nonexempt staff (paraprofessional & Auxiliary) may use paid leave in hourly increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Leave
- State Sick Leave
- Vacation (for 240 and 260 work calendars see handbook for guidelines)
- Nonduty days must be used by June 30th (Employees on 226 Calendar are unpaid days and are forfeited upon resignation/retirement etc. must be used by June 30<sup>th</sup>)

- School Business requires a reason code

- Jury Duty and Bereavement Leave will be entered by [Benefits/Leave Specialist Renee DeLeon](#) once documentation has been received.

See Employee Handbook for a list and description for all types of leave available.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of **Family and Medical Leave**, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

Employees who expect to be absent for an extended period of more than five days should contact [Benefits/Leave Specialist Renee DeLeon](#) for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

## **Family and Medical Leave Act (FMLA)—General Provisions**

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

**What is FMLA leave?** The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

**Am I eligible to take FMLA leave?** You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave

**How do I request FMLA leave?** Generally, **to request FMLA leave you must:**

- LWISD policies instructs the employee to complete the [Extended Leave Form](#)
  - Give notice at least 30 days before your need for FMLA leave, or
  - If advance notice is not possible, give notice as soon as possible.
- You work for a covered employer,
  - You have worked for your employer at least 12 months,
  - You have at least 1,250 hours of service for your employer during the 12 months before your leave



FMLA Employee  
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