

# IMPORTANT LEAVE INFO

## Dear Phoenix-Talent Schools Team

Employees may be eligible for up to 12 weeks of paid leave per benefit year, which can cover various types of approved leave, including Medical, Family, or Safe Leave. Here's how to get started and what you need to know:



## How to Request Leave Information

For full details on your leave options or to start your application, please contact:

Tiffany Britton

Executive Assistant of HR

Email: [tiffany.britton@phoenix.k12.or.us](mailto:tiffany.britton@phoenix.k12.or.us)

Phone: 541.535.1517

## Notice Requirements

To ensure timely processing of your leave, please adhere to the following guidelines:

- **30-Day Notice for Planned Leave:** If you plan to use paid leave for a qualifying event, you are required to provide at least 30 calendar days' notice to your employer.
- **24-Hour Notice for Emergency Leave:** In an emergency, you must inform your employer within 24 hours of starting your leave. Additionally, a written notice should be submitted within three days after your leave begins.

Thank you for following these guidelines to help us support you effectively during your leave.