

# LEAVES OF ABSENCE



## SICK LEAVE

Employees may use paid sick leave for absences due to their own illness, injury or exposure to contagious disease, or due to illness in their immediate family. Immediate family member is defined as an employee's parent, sibling, spouse, child, grandparent, or grandchild; parent or sibling of employee's spouse; or any relative living in the employee's household. Depending on employee's length of service, 3 or 5 days of sick leave may be used each year for personal reasons.

### ACCRUAL OF SICK LEAVE

- Less than 10 full years: 1-1/4 sick days - up to a maximum of 15 days per year.
- 10 or more years - 2 sick days - up to a maximum of 20 days per year.
- Regular part-time employees are entitled to paid sick leave in proportion to the amount of time worked.

### APPROVAL OF SICK LEAVE

10 days or less - Employees must notify their immediate supervisor in advance.

### RETURNING FROM SICK LEAVE

An employee returning from sick leave may be required to provide a physician's statement as to whether the employee is able to perform assigned job duties and if there is need for any accommodations required by the employees attending physician. Employees without job protection under Family Medical Leave Act (FMLA) may be returned to employment at the discretion of the district.

### TRANSFER OF SICK LEAVE

Employees who come to work in FCS from another Georgia Public School System or the State Board of Education may transfer up to 45 days of unused sick and personal leave accumulated in their previous employment.



## PERSONAL LEAVE

Prior approval from principal or supervisor is required before a personal day may be taken. In cases of anticipated or foreseeable need, requests for personal leave should be submitted at least 10 days in advance.

*Revised 11/2023*

For more information [www.fultonschools.org/leave](http://www.fultonschools.org/leave)



## FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA is a federal law which helps employees balance work responsibilities with family and medical needs. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave. To be eligible for FMLA, an employee must meet the following:

- Worked for Fulton County School System for at least 1-year.
- Worked at least 1,250 hours over the previous 12-months.

### REASONS FOR LEAVE:

- Birth of a child and to care for the newborn child.
- Placement of a child for adoption or foster care with the employee.
- Caring for the employee's spouse, child under age 18, or a child over age 18 who is incapable of self-care because of a mental or physical disability or parent with a serious health condition.
- Serious health condition that makes the employee unable to perform the essential functions of the employee job.
- "Qualifying exigency" while the employees' spouse, son, daughter, or parent is on active duty or call to active-duty status.
- To care for a covered service member with a serious injury or illness incurred in the line of duty or that existed prior to service.

### MATERNITY/PATERNITY/ADOPTION LEAVE:

Maternity/Paternity/Adoption leave is defined as six (6) weeks immediately following the date of a newborn delivery via natural delivery or legal placement of a child for adoption or foster care, or eight (8) weeks immediately following the date of a newborn delivery via cesarean section. During the 6-8 week leave period, the employee will use accumulated sick leave to be paid for absences. The remaining FMLA weeks will be unpaid or approved vacation leave may be taken.

### BOTH SPOUSES EMPLOYED BY DISTRICT:

If both spouses are employed by the district, the combined total amount of leave that may be taken due to a birth, adoption or foster placement of a child may not exceed 12 weeks during a 12-month period.



**PAID PARENTAL LEAVE (PPL)**

Eligible full-time employees can request paid parental leave for the following qualifying events:

- Birth of a child.
- Placement of a minor child for adoption or foster care.
  - ~ Hourly employees (non-exempt) must have worked a minimum of 700 hours over the 6 month period immediately preceding the leave request.
  - ~ Maximum amount of PPL that may be taken by any eligible employee during any rolling 365-day period is 120 hours and documentation is required.
  - ~ Part-time positions are not eligible for paid parental leave.



**EXTENDED LEAVE**

Employees who are unable to return to work after exhausting all of the FMLA leave will need to follow the rules under the Americans with Disabilities Act (ADA) and Americans with Disabilities Act Amendments Act (ADAAA). Qualified individuals with a disability may be eligible for accommodations that would enable the individual to perform the essential functions of the employee’s position so long as accommodations do not cause undue hardship to the district.



**11+ DAYS**

**LONG-TERM LEAVE**

**P R O C E S S**

Employee submits long-term leave request in Atlas Time (30 days in advance) if applicable and record absences as sick.

–(Choose applicable leave scenario below)–

**1**

**EMPLOYEE OR FAMILY MEMBER ILLNESS**

- (1) Employee completes Medical Certification form (Section 1)
- (2) Provide Medical form to physician for completion (Section 1)
- (3) Physician’s office must fax or email Medical form to Leave Administration

**2**

**MATERNITY/PATERNITY**

– BEFORE –

- (1) Employee completes Maternity/ Paternity Certification (Section 1) and Paid Parental forms.
- (2) Send to Leave Administration via email (PDF) or FAX.

– AFTER –

- (1) Upon delivery, physician completes Section 2 of Maternity/Paternity Certification form.
- (2) Physician must fax or email to Leave Administration within 5 days of delivery to Leave Administration via email (PDF) or FAX.

**3**

**ADOPTION/FOSTER CARE**

Agency or lawyer must provide supporting documentation to Leave Administration via fax or email.

**4**

**MILITARY**

Military orders must be emailed or faxed to Leave Administration from the Military Supervisor.

Leave Administration Department • Phone: 470-254-6860 • FAX 1-866-698-0148 • leaveadmin@fultonschools.org

# LEAVES OF ABSENCE



## SICK BANK

Sick Bank is to provide members with paid sick leave after their own sick leave has been exhausted. Employees that earn sick leave are eligible for membership in the Sick Leave Bank after completion of one full year of employment.

New members are accepted only during open enrollment period held annually. All new members must donate two (2) sick days which will be deducted from employee's leave quota after open enrollment ends. Members may apply for withdrawal of sick leave from the Bank provided they meet the qualifications:

- Has been absent due to employee illness for at least 15 consecutive workdays.
- Has exhausted his/her own accumulated sick or vacation days.
- Has been a member of Sick Leave Bank for 30 calendar days.
- Not receiving Worker's Compensation or any other remuneration from the Fulton County Board of Education on account of the absences.



## BEREAVEMENT

In the event of the death of an Immediate family member, employees are allowed up to 4 days of paid bereavement leave. Immediate family means the employee's parent, sibling, child, grandparent, grandchild, spouse's sibling or a relative of the employee living in the employee's household.

In the event of a non-immediate family member, employees are allowed 2 days of paid bereavement leave.



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The Operating Guideline



## PROFESSIONAL DAYS

A professional day is defined by the need for an employee to be absent from their assigned work location while serving in another "duty" that is work related.



## VACATION

Only regular full-time and part-time employees in 12-month positions are eligible for vacation. Request for vacation leave should be submitted at least two weeks in advance. Employees must have documented approval from the immediate supervisor before taking any vacation.

### Years of Service Annual Accrual

0 - 5 years of service - 10 days

6 - 10 years of service - 15 days

11+ years of service - 20 days



## STUDY LEAVE

An employee with at least three years of continuous employment since the last date of hire may be granted unpaid leave up to six months to seek a higher degree, obtain a different field of certification, or enroll in some other study or training program of mutual benefit to the employee and the school system.



## JOB ABANDONMENT

Employees taking unapproved leave, failing to respond to written communication from the school system regarding leave status, or failing to return at the specified time following an approved leave of absence will be considered to have abandoned the job and will be separated from the district.