



**Human Resources Division**  
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## Request for Leave of Absence

**This form is required for leave that extends more than 5 consecutive working days.**

### Employee Section:

This form must be completed and submitted to your supervisor for signature **BEFORE** forwarding to Human Resources.

Please submit request and supporting documentation at least 30 days before leave begins, when possible.

Last 4 of SSN: XXX XX \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street State ZIP

Primary Contact's Number: ( \_\_\_\_ ) \_\_\_\_\_ Email address: \_\_\_\_\_

School/Department: \_\_\_\_\_ Position: \_\_\_\_\_

### I am requesting to take a leave of absence:

My first day out of work will be: \_\_\_\_\_ I plan to return to work on: \_\_\_\_\_

### Reason for leave:

- Due to my own serious medical condition
- Pregnancy (typically 6 weeks normal delivery / 8 weeks C-Section) Due date: \_\_\_\_\_ **(Please submit application no earlier than 1 – 2 months prior to the birth of the baby).**
- Parental Leave
- Immediate family member with a serious medical condition
  - o Relationship of family member (e.g. parent, child, spouse): \_\_\_\_\_
  - o If child, include age \_\_\_\_\_
- Placement of a child with me for either adoption or foster care
- Military Service
- To further my education (unpaid leave)
- Other: \_\_\_\_\_

**During my leave, I would like to use the following benefits (in accordance with NC Department of Public Instruction and UCPS Board of Education guidelines):**

- Sick Leave (available for period of medical disability of self or immediate family member)
- Annual Leave \*
- Personal Leave (available to classroom teachers and media coordinators only)
- Bonus Leave / Comp Leave
- Extended Sick leave \*\*
- Voluntary Shared Leave \*\*\* (**must complete a separate application sent by your Payroll Specialist if applicable**)

\* Employees who require a substitute (teachers, media coordinators, EC Instructional Assistants) can only use annual leave for serious medical condition of self and parental leave.

\*\* Extended sick leave is available to classroom teachers and media coordinators only. It can only be used for personal illness after exhaustion of available sick leave and annual leave. Use of extended sick leave is limited to the first 60 consecutive calendar days of absence, if eligible for benefits from the NC Disability Income Plan.

\*\*\*Voluntary Shared Leave can be used after exhaustion of available sick leave and annual leave. Shared leave can only be used during the time an employee or an employee's immediate family member is considered medically disabled by a physician. Use of shared leave is limited to the first 60 consecutive calendar days of absence if eligible for benefits from the NC Disability Income Plan.

## **Required Supporting Documentation:**

### **Medical Leave for Self or Immediate Family:**

Your physician must complete the **WH-380E for your own serious health condition.**

If you are out to care for an **immediate family member's serious health condition, the WH-380F** must be completed by your family member's physician. "

**The doctor's certification must be completed and sent to HR within 15 calendar days of submitting your leave application or your leave request will be denied due to insufficient information.**

### **Parental Leave:**

Submit proof of birth.

### **Educational Leave:**

Required to submit documentation verifying full-time enrollment at an accredited college or university with a description of the program and the duration of the program. (must be unpaid leave)

### **Military Leave:**

Must include copy of military orders.

### **Adoption/Fostering:**

Submit copy of adoption/foster agreement.

## Important Information

**All information included on your leave request must be accurate. Misrepresentation may result in denial of leave and/or disciplinary action.**

Please complete the entire leave request. Submitting an incomplete application may result in the denial of your leave.

If your leave is due to personal illness, a medical release from a physician is required to be submitted to HR **prior** to returning to work.

**If this is a work related injury:** Please notify your supervisor immediately for steps to file a workers' compensation claim.

**Licensed staff:** Please contact your Licensure Specialist to determine how taking leave may affect your time for experience credit or beginning teacher credit.

**Paid leave:** If in paid status, you will continue to accrue leave and your benefits will be payroll deducted. If in unpaid status, you will not earn leave and will not earn credit in the Retirement System.

Please contact your payroll specialist to discuss your available leave and if you may benefit from applying for Voluntary Shared Leave. If your request for leave is approved, you will be provided a leave calendar to outline how you will be paid during your leave.

## Insurance Premiums

Please contact the appropriate Finance Benefits Accountant to change or cancel your insurance coverage:

"J T 'DgpgkU'Ur geknU'""""""	"J gcm "Kuwtcpeg"
Aimee Williams	Group Term Life Insurance
abarfield@scotland.k12.nc.us	Vision Insurance
Phone: (910) 277-4459 Ext. 327	Dental Insurance
Fax: (910) 277-4363	Colonial Products
	Flex Spending

**Benefits cancelled during Family and/or Medical Leave will not be reinstated automatically:** You must contact the Finance Benefits Accountant(s) within 30 days of returning to work for enrollment instructions.

**Adding a Family Member:** If you plan to add a family member, you must do this within 30 days of the qualifying event.

**Unpaid Leave and Insurance Premiums:** If your leave is unpaid, you will be responsible for all insurance premiums that are normally payroll deducted. A bill will be sent for each pay period a check is not processed by the Payroll Department. If no payment is submitted, your insurance will lapse, and then cancel after a 30 day grace period.

**Please Note:** You may be responsible for the employer's cost of health insurance (\$743.; 8 per month) and group term life insurance (\$3.2: per month) for any unpaid leave that is not approved by FMLA leave.

**Disability Income Plan of NC (DIPNC):** If you believe your leave may extend past 60 calendar days, please contact your HR Benefits Coordinator. **Please note:** If you are filing a Colonial claim, your DgpgkU Specialist can complete the employer's section for you.

**Changes to Duration of Leave:** If you need to extend your leave, you are required to submit a Request for Leave Extension Application. You will also be required to provide Human Resources with a new doctor's if the extension is due to the serious medical condition of yourself or an immediate family member.

## Family and/or Medical Leave Act (FMLA):

FMLA allows an employee to take up to 12 workweeks of job-protected leave due to a qualifying event (serious medical condition of self, serious medical condition of parent/spouse/child, birth of child, and adoption/fostering of child). I understand I must be employed with UERU for at least 1 year and have worked 1,250 hours over the past 12 months in order to be eligible for FMLA.

I understand my leave will be preliminarily designated as FMLA in accordance with federal law. FMLA will begin with my first day of absence even if I have leave to cover my absence.

Human Resources will confirm my eligibility status once my application and supporting documentation has been submitted.

UERU must pay the employer's cost of health and group term life insurance while I am on approved FMLA leave.

I have received and reviewed the Employee Rights and Responsibilities under the Family and/or Medical Leave Act. I have read and understand the request for leave and FMLA information that has been provided to me.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### Please submit completed application and supporting documents to:

Ueqvcpf 'County Public Schools  
Attn: Human Resources Benefits Ur gekrkuv  
544"UO clp St  
Ncwkdwti 'NC 28574  
Fax: (; 32+499-6585

#### Human Resources Use Only:

Your request for leave has been:  **Approved**  **Denied** \_\_\_\_\_

Signature of approving officer: \_\_\_\_\_ Date: \_\_\_\_\_

You are eligible for FMLA. Your eligibility period is from \_\_\_\_\_ to \_\_\_\_\_

You are not eligible for FMLA due to: \_\_\_\_\_

You are expected to return to work on: \_\_\_\_\_

Date approval status mailed: \_\_\_\_\_