

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 INITIATE A LEAVE REQUEST:

To begin the process, please select your location and complete the **Protected Leave Request** using the **Google Form** linked below:

- [District Office](#)
- [ELC - Preschool](#)
- [Orchard Hill Elementary](#)
- [Phoenix Elementary & PTR](#)
- [Phoenix High](#)
- [Talent Elementary](#)
- [Talent Middle School](#)
- [Transition House](#)

For further questions or concerns, please contact:

Tiffany Britton

Executive Assistant of HR

Email: 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.