

Quick Leave of Absence FAQ Guide

Updated 7/07/2025

How do I Notify HR of my Leave of Absence?

Leave of absence requests are submitted through Employee Self Service. You will need to select Forms > Employee Forms > Leave of Absence Form. Please select the type of leave that is respective to your situation. Step by step instructions are available [here](#).

The request is considered pending until all paperwork is received *and* processed. Please continue to show up to work until this leave is approved, unless you are experiencing a medical emergency and are unable to do so. Please notify your supervisor of your absence (you do **not** have to specify medical details). Upon processing, the Benefits Team will provide additional details on next steps for your leave of absence.

What Needs to be Done Before Your Leave Request Can Get Processed?

For any FMLA or medical leave of absences, you will need to have the respective medical provider complete the [FMLA certification form](#). You can either upload that with your initial request, have your doctor email it to benefits@spps.org, or fax it to Benefits at (651)305-4259. Benefits will reach out to you upon processing with additional details. For a Medical leave, have your medical provider complete the [Report of Workability form](#) *prior* to your return. **Please be patient as the Benefits Team reviews each request based on urgency and start date.**

What is the Difference Between a Continuous and Intermittent Leave of Absence?

Continuous leave is a leave of absence that is taken all at once and you do not work during this time.

- Any medically related continuous leave of absence, must be approved by Benefits regardless if paid time off will be applied.

Intermittent leave is a leave taken in separate blocks of time due to a single qualifying reason. This includes missing an occasional day of work for appointments, treatment, or symptom management and employees working a temporary reduced-hour schedule.

What is the Difference Between a Paid or Unpaid Leave?

Paid Leave

- Sick time will automatically be used while on a paid leave of absence.
- Any personal or vacation time (if applicable to your union) you would like to use while on leave needs to be requested in the initial request form.
- All deductions, including benefit premiums, will continue to come out of your paycheck as normal.
- You may file a Short-Term Disability claim while using leave if you have elected this benefit (handled by MetLife). Click [here](#) to get started on your [claim](#).

Unpaid Leave

- You may go on an unpaid leave of absence status, regardless of FMLA status. Once you've used all of your accrued time, you will be unpaid and will no longer receive a paycheck.
- Your active benefits will end on the last day of the month that you went unpaid.
- You'll get a COBRA notice from ThrivePass to continue benefits (no district contribution towards medical premiums – FMLA status may affect this).
- You may still qualify for Short- or Long-Term Disability through MetLife. Long-Term Disability starts only after all sick time is used. You need to file a claim with MetLife in order to receive this benefit. Click [here](#) to get started on your [claim](#).

Current employee with leave questions?

- benefits@spps.org

Current employee with general eligibility or leave of absence questions?

- You can check your [union contract](#) for eligibility guidelines.
- [Here](#) is an in-depth guide to taking a leave of absence.
- For more details, please review our leave of absence webpage [here](#).

