



# WALLED LAKE CONSOLIDATED SCHOOL DISTRICT

## EMPLOYEE LEAVE GUIDE



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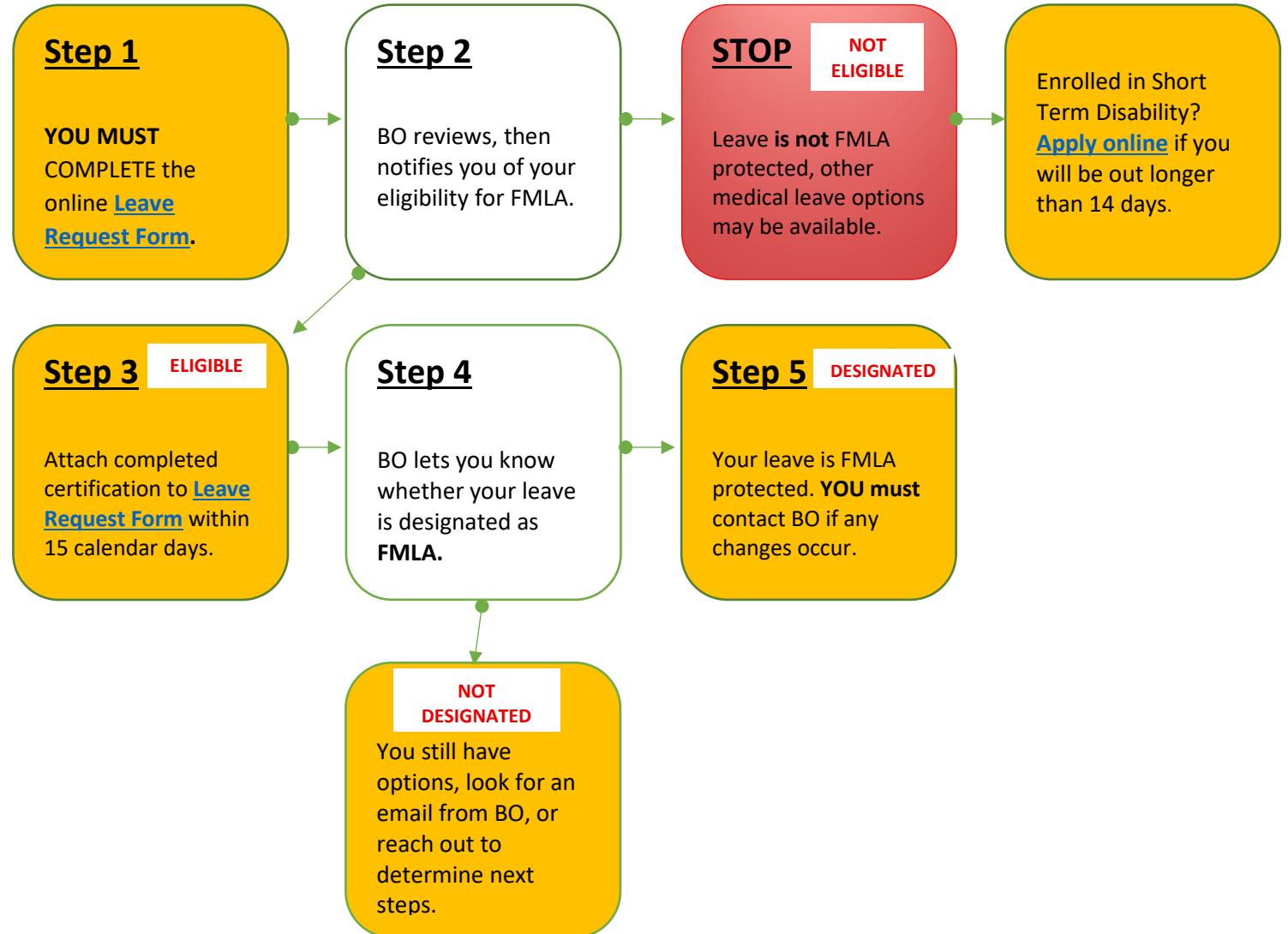
## Contents

<b>HOW TO REQUEST A LEAVE .....</b>	<b>3</b>
<b>FMLA LEAVE – LEAVE WITH HEALTH BENEFITS .....</b>	<b>4</b>
<b>NON-FMLA LEAVE – LEAVE WITHOUT BENEFITS.....</b>	<b>4</b>
<b>MATERNITY LEAVE &amp; ADDING THE NEW DEPENDENT(S).....</b>	<b>4</b>
<b>If you do not have family coverage: .....</b>	<b>4</b>
<b>If you already have 2-Person/Family coverage:.....</b>	<b>4</b>
<b>WORKERS COMPENSATION LEAVE.....</b>	<b>5</b>
<b>RETURNING TO WORK FROM ALL APPROVED LEAVES.....</b>	<b>5</b>
<b>UNPAID LEAVE AND PAYROLL.....</b>	<b>5</b>
<b>FREQUENTLY ASKED QUESTIONS AND ANSWERS .....</b>	<b>6</b>
<b>1.) How do I file for a leave of absence? .....</b>	<b>6</b>
<b>2.) How will I know if my leave of absence has been approved?.....</b>	<b>6</b>
<b>3.) What happens if I need to change the dates for my leave?.....</b>	<b>6</b>
a.    Before leave begins: .....	6
b.    After leave begins:.....	6
<b>4.) What happens when my health coverage ends?.....</b>	<b>6</b>
<b>5.) How do I know how much I will owe? .....</b>	<b>6</b>
<b>6.) Can I add my new baby to my policy?.....</b>	<b>6</b>
<b>7.) Can I add other family members to my policy at the same time I add my new baby?.....</b>	<b>6</b>
<b>8.) What happens to my benefits if I don't come back from leave after my FMLA expires? .....</b>	<b>6</b>
<b>9.) I have Short Term Disability insurance, how do I file a claim?.....</b>	<b>7</b>
<b>10.) How much are Short Term Disability payments and when will I receive payment? .....</b>	<b>7</b>
<b>11.) What if I need to quarantine due to COVID-19? .....</b>	<b>7</b>

## HOW TO REQUEST A LEAVE

- Employee Responsibility
- BO Responsibility

### Start Here



### LEAVES RUN CONCURRENTLY:

Days | 1 – 7 | 8 – 14 | 15 – 60 | 61 – 180 | 181 + |

**FMLA**

**Short Term Disability**

**Workman's Compensation**

**Long Term Disability (employment would end at this point)**

## FMLA LEAVE – LEAVE WITH HEALTH BENEFITS

Walled Lake Consolidated Schools (WLCSD) will continue to pay the employer's contribution for insurance coverage for up to sixty (60) workdays while you are on approved FMLA leave. **However, you are still responsible for paying your premium costs for any coverage(s) you have elected for yourself and, if applicable, your family.**

The total past due premium amount will be deducted from the first full pay period you receive upon your return to work. Elections, due to a Qualifying Event (adding family coverage), may have additional premium deductions that you will be responsible for paying. This will ensure that your insurance will remain in effect for the duration of your FMLA leave.

## NON-FMLA LEAVE – LEAVE WITHOUT BENEFITS

If you go out on approved non-FMLA leave, and you are not receiving payroll from WLCSD, all your benefits will end as of the first day you begin an unpaid status.

You will be offered COBRA to continue coverage by paying the group COBRA rate(s) while you are out. A COBRA notice, with an application and rates, will be mailed to you upon the expiration of benefits. If you wish to continue coverage, you will need to complete the COBRA application, follow instructions for acceptance of coverage, and pay the premiums directly to the Benefits Office.

## MATERNITY LEAVE & ADDING THE NEW DEPENDENT(S)

**Newborns are covered under your District medical plan, from the first day of birth if you contact the Benefits Office within 30 days to add them to your coverage.** If you wish to enroll the new baby(ies) and other eligible dependents to your coverage(s), please read below:

**If you do not have family coverage:** You may enroll the new baby, as well as other eligible dependents (spouse or other qualified children), **within 30 days of the birth of the baby**. If you do not complete the enrollment for the baby/other dependents within 30 days from the date of birth, you will **not be able to add them until the next Open Enrollment period** unless you have another qualifying event. **NOTE: YOU WILL BE REQUIRED TO PAY THE EMPLOYEE + DEPENDENT PREMIUM (SEE THE [BENEFIT WEBPAGE](#) FOR RATES) FROM THE DATE THE INSURANCE COVERAGE IS ADDED. (BACK TO THE DATE OF BIRTH)**

**If you already have 2-Person/Family coverage:** Be sure to contact the Benefits Office and supply birth certification **within 30 days of the birth of the baby** to add the baby as a new dependent.

There is no increase to your premium when adding the baby to your existing coverage.

**A copy of the new baby's birth certificate and all other new dependent documentation is also required for coverage to be approved.**

Visit [Benefits Web Page](#) > Click on your employee Group > for more in-depth information on available benefits.

## WORKERS COMPENSATION LEAVE

Employees on Workers Compensation (W/C) Leave, with qualifying benefits, will continue to receive paid WLCSD benefits for up to six (6) months. However, you are still responsible for paying your premium costs for any coverage(s) you have elected for yourself and, if applicable, your family. The District will review continuation of paid benefits, after 6 months, and a determination will be made.

If you go out on Workers Compensation (W/C) leave, stay out the full six months, and are not able to return to work at the end of the 6 months, the District will review your benefits and a determination will be made.

You will be offered COBRA to continue coverage by paying the group COBRA rate(s) while you are out. A COBRA notice with an application and rates will be mailed to you upon the expiration of benefits. If you wish to continue coverage, you will need to complete the COBRA application, follow instructions for acceptance of coverage and pay the premiums directly to the Benefits Office.

## RETURNING TO WORK FROM ALL APPROVED LEAVES

**\*\*Notify the Benefits Office when you return to work if NOT on the predetermined date!\*\***

If you are returning from an employee disability on any date other than your approved leave date, early or late, provide a written statement from physician. The statement should state the date you may return to work and be sure it contains **ANY** restrictions you will be under.

IF your benefit package was halted, due to an unpaid status, or expiration of W/C coverage, they will be reinstated as of the 1<sup>st</sup> day of the month following your return.

## UNPAID LEAVE AND PAYROLL

FMLA and non-FMLA leaves of absence require PRIOR approval and are considered unpaid and begin with the first day out. You may have saved personal sick time that will run concurrently\* with your FMLA or non-FMLA leave. When an employee exhausts all available saved sick time and is out on leave, the employee will be placed into an unpaid status. The timing of the last paid day will impact the amount and payment date of the employee's final paycheck.

Employees should contact the Payroll Department at the time they apply for either FMLA or non-FMLA leave of absence to receive an estimate of the impact on their paycheck.

Contact the Payroll Department via email at [payroll@wlcsd.org](mailto:payroll@wlcsd.org) or by phone at (248) 956-2040 and (248) 956-2036, ext.: 62040, 62036, respectively.

\*Concurrently – existing, happening or occurring at the same time (simultaneously)

## FREQUENTLY ASKED QUESTIONS AND ANSWERS

The following FAQs are to help answer questions about your employee benefits while on leave of absence. Please feel free to contact the Benefits Office with any other questions you may have about your benefits.

- Questions regarding your leave of absence should be directed to Donna McVay ext. 62046.
- Questions regarding your pay should be directed to Payroll: 62040, 62036.

- 1.) **How do I file for a leave of absence?** See the detailed directions and screenshots [on page 3](#)
- 2.) **How will I know if my leave of absence has been approved?** You will receive a letter from the Benefits Office showing your leave is covered / not covered by FMLA as well as the projected dates of coverage. You will receive this letter via email within 5 business days of the Benefits Office receiving full and complete information regarding your leave needs.
- 3.) **What happens if I need to change the dates for my leave?**
  - a. Before leave begins:
    - i. Please email Donna McVay, Benefits Coordinator, and she will be able to change your dates with proper documentation. Another letter of approval will be reissued.
  - b. After leave begins:
    - i. Please email Donna McVay, Benefits Coordinator, and she will be able to change your dates with proper documentation. You also need to contact your work site supervisor to provide updates about your dates.
- 4.) **What happens when my health coverage ends?** You will be sent a COBRA package which allows you options to elect and continue your insurance coverage(s). The COBRA package, application and rates will be mailed to you automatically you don't need to request the packet. Inside the COBRA package are, an application, rates and payment information.
- 5.) **How do I know how much I will owe?** You may contact the Benefits Office (62046) and request a total upon your return or receive an estimate before you begin your leave.
- 6.) **Can I add my new baby to my policy?** Yes, your new baby may be enrolled on your plan within 30 days from birth by contacting the Benefits Office and providing proper documentation. Review [MATERNITY LEAVE & ADDING THE NEW DEPENDENT\(S\)](#) section above.
- 7.) **Can I add other family members to my policy at the same time as I add my new baby?** Yes, you can add your spouse or other dependent children at the time you add your new baby as it is a Qualifying Life Event. Review [MATERNITY LEAVE & ADDING THE NEW DEPENDENT\(S\)](#) section above.
- 8.) **What happens to my benefits if I don't come back from leave after my FMLA expires?** If you continue on an extended leave, your benefits will end as stated in [NON-FMLA LEAVE – LEAVE WITHOUT HEALTH BENEFITS](#) above. You will be offered COBRA if you wish to continue your insurance coverage(s). A COBRA package will be mailed to you automatically if you do not return to work.

9.) **I have Short Term Disability insurance; how do I file a claim?** *Disability claims can be filed by calling UNUM at 1-866-679-3054, or visit the [UNUM Claim page](#). Call or click as soon as you know you are starting your leave if you are deemed by your doctor unable to perform your duties and disabled for more than 14 days.*

10.) **How much are Short Term Disability payments and when will I receive payment?** *Short Term Disability payments begin after you have been disabled for 14 continuous days and coordinates with any saved Sick Leave, Vacation and calendar work schedules. Payments are equal to the amount you chose to receive per week during open enrollment.*

11.) **What if I need to quarantine due to COVID-19?** *Report your exposure and/or positive result to your building administrator, who will then send the report to the District Human Resources Department. If you stay in a paid status, using your own personal sick time for your leave of absence, there may be no impact to your benefits. Review the section above for [FMLA LEAVE](#) and/or the section above for [NON-FMLA](#) to understand your financial responsibilities regarding your benefits.*

a. **NOTE:** *It is important to remember, FMLA and Non-FMLA (Extended leaves) are unpaid. Using sick time, and vacation time will allow you to remain in a paid status while on FMLA or Non-FMLA leave. Your leave of absence will run concurrent with any use of your sick time, or your vacation time.*

If at any time during your leave of absence you have benefit-related questions, please do not hesitate to contact the Benefits Office. (Use the [front cover](#) for contact info.)