

Medical Leave Process

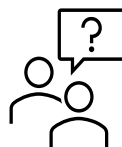
1



Notify:

Provide 30 days' notice to the RSD when leave is foreseeable. Supervisors may be notified, but Employees must also notify the District's Human Resources department by applying online (see Step 2).

3



Plan:

After applying for medical leave, you will meet with the RSD Leave Coordinator to finalize your leave plan. This process may include confirming leave dates, reviewing pay options, and going over any additional questions or concerns employees may have.

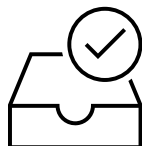
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Return to Work:

Prior to returning to work a medical release may be required depending on the nature of your leave. Once an employee has returned to work, they must notify the RSD Leave Coordinator for the leave to be closed.

2



Apply:

To apply for a new leave or a leave extension, employees are asked to submit their request through Frontline Central. When submitting the leave application employees will be prompted to schedule a leave planning meeting to finalize the leave plan and go over any additional questions with the RSD Leave Coordinator.

4



Review:

The RSD Leave Coordinator will review the leave documentation provided by the employee to verify eligibility. If approved, a notice will be sent to the employee, supervisor, HR Business Partner, RSD Payroll, and the RSD Sub Office. The leave will be monitored throughout the active leave period for any changes/adjustments needed.