Leave of Absence(LOA) request

The following instructions include the steps to enter a Leave of Absence request into SMARTeR systems.

Submitting a Leave of Absence Request
SMART eR | My Requests | Leave of Absence Request

When employees log into SMARTeR, they will select the "My Requests" menu, Leave of Absence Request, then click "Add New."

The employee will fill out the Leave of Absence Request and can attach 1 document if needed.

Employees are able to view their submitted Leave of Absence Requests, including the status of the leave.

When a Leave of Absence Request is submitted, the notifications are sent.

Dashboard Notification:

Email Notification:

districtoffice@whizbang.k12.mn.us
A LOA has been entered in SMART eR

Employee BROOKE SCHULTZ, requests an extended leave of absence approval by 01/01/2026. Please go to SMART HR to approve this request.

This is a non-monitored email account. Please do not reply to this account.

- Employee will log into SMARTeR
- Click on 'My Requests'
- Click on 'Leave of Absence Request
- Enter start date of leave
- Enter the Leave Type, explained on next slide
- Enter expected return date of leave
- Enter the requested approval date
- Enter whether a substitute is needed
- Enter notes, which could include the type of leave you are requesting any information that will help the District in processing this leave request.
- Upload required documentation to show that the leave meets a qualifying reason
- Click 'Save'.
- A notification will be sent by email to the District Office for processing.

Leave Types

Description

- FMLA Only
- MN Paid Family Leave Only
- MN Paid Family Leave & FMLA
- MN Paid Medical Leave Only
- MN Paid Medical Leave & FMLA
- Non-FMLA Only

- **FMLA only**

- **Birth & Bonding**: For the birth of a new child and to bond with them (must be within one year).

- **Adoption/Foster Care**: For the placement of a child for adoption or foster care and to bond with the child.

- **Employee's Serious Health Condition**: When you are unable to perform your job due to a serious health issue (physical or mental).

- **Care for Family Member**: To care for a spouse, child, or parent with a serious health condition.

- **Military Family Leave**:
    - **Qualifying Exigencies:** Related to a family member's military deployment.
    - **Military Caregiver Leave:** Up to 26 weeks to care for a covered service member with a serious injury or illness (spouse, son, daughter, parent, or next of kin).

- **MN Paid Family Leave Only**
    - Bonding leave

- **MN Paid Family Leave & FMLA**
    - Run concurrently for bonding leave

- **MN Paid Medical Leave Only**
    - To care for your own serious health condition or to care for someone else
    - This can include pregnancy or childbirth, surgery, a chronic condition, injury, or other health needs your provider certifies.

- **MN Paid Medical Leave & FMLA**
    - Run concurrently for a qualifying medical reason

- **Non-FMLA Only**
    - Extended leave of absence for reasons other than medical or bonding time. I.e.; teacher leave of absence, etc.

- Staff who are choosing to use Paid Family Medical Leave and use their own accrued leave to 'top off'/supplement the approved PFML leave will coordinate with payroll for their accrued leave entries in SMARTeR. Payroll will enter the amount of sick, personal, or vacation leave you want to use.

FAQ

Q: When will I know if a LOA request is needed?

A: When you anticipate to be out on a leave of absence for 7 or more days

Q: What type of documentation is needed?

A: **Required Documentation by Leave Type**
    Medical Leave (for yourself): A healthcare provider certifies your serious health condition prevents you from working and how long you'll be out
    Family Leave (Caring)(for a loved one): Family member's provider certifies medical necessity and time needed.
    Bonding Leave (new child): Documentation from a provider/agency confirming arrival or placement
    Military Family Leave: Copy of active-duty orders or official military document.
    Safety Leave (domestic abuse/stalking): Police report, court order, or letter from an advocate/attorney.

Q: How will I know which leave type is correct?

A: Review the leave type descriptions. If in doubt, contact Human Resources/Payroll for more clarification.

Q: Is a LOA request the same as entering sick/personal/vacation time?

A: No. A LOA request is a notification you are sending to the District for an extended period of absence. Sick/personal/vacation leave will still need to be entered if you are not using PFML leave.