

How to Request a Leave of Absence

Submitting an electronic request does not automatically guarantee approval.

The electronic process is interactive, and you will be notified if/when additional information is required before a determination can be made.

1. Visit the [Leaves Tracker](#) on PSD Key- Professional Resources Folder-Leave Tracker
2. Under Choose an Action, select “Request New Leave” from the drop-down menu.
3. Enter your **Last Name** and **Employee ID number**.
4. Click the “New Leave” button.
5. Select a **Leave Category** and a Leave Reason. Options include:
 - a. **Medical** –
 - i. the birth of a child
 - ii. your own serious health condition
 - iii. care for your child, parent, or spouse due to his/her serious health condition;
 - iv. the birth of a child; or
unpaid medical leave (non-FMLA)
 - b. **Military** –
 - i. being called to active military duty
 - ii. qualifying exigency arising out of the fact that your parent, son or daughter, or spouse is on covered active duty or call to cover active-duty status with the Armed Forces; or
 - iii. you are the next of kin, parent, son or daughter, or spouse of a covered service member with a serious injury or illness
 - c. **Non-medical** –
 - i. placement of a child with you for adoption or foster care; or
 - ii. unpaid leave of absence
6. You are required to use a personal email address for all correspondence because your school email address will not be available to you during your leave of absence. If you do not have one, visit www.google.com and establish one. The email address you provide will be used to communicate with you for reasons related to your leave and for benefits-related information. You are strongly advised to check the email address provided periodically.
7. Enter the date that your leave is expected to start (select ‘Intermittent Leave’ if you are not requesting a block of time) and enter your estimated return to work date.
8. Under Notes for Leave Administrator(s), add any additional relevant details such as your preferred use of time off during your leave.
9. Click ‘Submit’

An email confirmation will be sent confirming that your request was submitted. Your request will be reviewed within five (5) business days from the date of request. Additional documentation may be required. If you have any questions, please contact *Nicole Foster at HR@Pennridge.org*