

Phoenix #1 Leave of Absence Guide

Including Family and Medical Leave Act (**FMLA**) and Leave of Absence (**LOA**)

FMLA for Employee

or

FMLA to take care of a Family Member



FMLA Requirements:

- FMLA provides an employee job and benefit protection while on a medical leave. FMLA does not provide any compensation.
- Must be employed with the district for at least 1 consecutive year.
- Must have worked a minimum of 1,250 hours within the last rolling 12 months.
- If an employee qualifies they can receive up to a max. of 12 weeks of leave (60 days) in a rolling 12 months.
- An employee MUST use any SICK/PTO/VACATION time.
- While out on FMLA, an employees benefits will be protected but if the FMLA becomes uncompensated at any time , the employee will be required to pay their insurance premiums monthly.
- Family Members are defined as: Spouse, Parent, Child under age 18, or Child 18 years or older and incapable of self care due to mental or physical disability.

Leave of Absence (LOA)



LOA Requirements:

- Employees that do not qualify for FMLA or have exhausted their 12 weeks of FMLA.
- An employee MUST use any SICK/PTO/VACATION time.
- While out on a LOA and receiving pay, an employees benefits will not be interrupted.
- Once the leave is unpaid, the employees benefits will be terminated on the last day of the month that was uncompensated.

Example: If an approved leave is from 1/2/2022-4/2/2022.

Benefits terminate effective 2/1/2022.

- The employee will re-enroll in benefits on the first day of the month from the date they returned.

Example: If an approved leave is from 1/2/2022-4/2/2022. Benefits will start for employee effective 5/1/2022.

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Optional Benefits That May Provide Financial Support During a Leave of Absence

Short-Term Disability (STD)

- All benefit eligible employees have STD
- You must have a medical condition that has caused an employee to miss, at a minimum of, 8 consecutive weeks of work.
- STD provides up to 17 weeks of paid leave at 66.67% of your regular salary, not to exceed \$2,000 per week, following the 60-day (8 week) elimination period.

Sick Leave Bank (SLB)

- Employees must be enrolled in the Sick Leave Bank to request leave from the Sick Leave Bank.
- Can only enroll in the Sick Leave Bank during the districts enrollment periods in August, January and April of each school year.
- Employees enrolled in the Leave Bank may request up to 20 days of leave after exhausting all available Sick, PTO, and/or Vacation time.
- All Leave Bank requests are reviewed and decided by the Leave Bank Committee and are 100% confidential.

Voluntary Short-Term Disability (VSTD)

- You must have elected and have been approved by the vendor for this voluntary benefit.
- You must have a medical condition that has caused an employee to miss, a minimum of, 2 consecutive weeks of work.
- STD provides up to 24 weeks of paid leave at 66.67% of your regular salary, not to exceed \$2,000 per week, following the 14-day (2 weeks) elimination period.
- This benefit can be used for 4 weeks maternity leave, following the 14-day (2 week) elimination period.
- If you have a C-section, you may qualify for additional weeks of STD benefits.

Long-Term Disability (LTD)

- You may review your Arizona State Retirement System (ASRS) account at www.azasrs.gov to view an estimate of your potential disability benefit.
- Please contact your Benefit Supervisor to receive the LTD Employee Packet
- Please note that the LTD approval process can take up to six (6) months. If your disability application is approved, your employment with the district will end effectively on the date of approval. Your District benefits will terminate on the last day of the month on which the approval occurs.
- You may have options to continue coverage through COBRA, ASRS, Health Insurance Marketplace or Medicare depending on your situation.
- ASRS Phone # 602-240-2000

Please contact your Benefit Supervisor for any application packets or questions