



November, 2009

The Leave of Absence Communiqué



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Leave of Absence (LOA) Documents and Time Frames

Thank you for the positive comments about our initial launch of the Communiqué. We strive to ensure the content is always relevant and helpful to you. If you have a question about the LOA process and you feel the response would benefit our general audience, please send an email with "Communiqué" in the subject line. I'll answer your question in a future edition.

Also, remember that the Leave of Absence Guidebook is now complete and available on our Web site. You can access it at this location:

<http://benefits.brevard.k12.fl.us/HR/LOA/LOAHome.htm>

In this Communiqué, we will review important leave guidelines concerning *LOA documents and Time Frames for Submitting LOA Requests*.

LOA Documents

In order for a **Leave of Absence Request** to be **complete**, the following documents and information are required.

- The LOA form, FMLA Calculation Sheet, FMLA Certification, and Flexible Enrollment Form. These forms can be found here: <http://benefits.brevard.k12.fl.us/HR/LOA/LOAHome.htm>.
- The LOA form and FMLA Calculation Sheet are interactive; you may complete them and print each from the Web site.
- On the LOA form, in the upper left-hand corner, you will see the button "Reset Form." If you click this button, you will clear the form of any data entered. You can then begin a new LOA request form without having to reopen the form.

Medical Leaves FMLA Eligible:

1. FMLA Medical leaves **ALWAYS** require a completed Department of Labor FMLA certification form. Once the completed FMLA "cert" is submitted, no further health care provider documents are needed.
2. FMLA Calculation sheet. (For Support Staff Only)

Medical Leaves Non-FMLA Eligible: Requires a health care provider's statement which includes a begin date, end date, and a diagnosis/treatment plan.

Medical Leaves Injury in the Line of Duty (Workers' Compensation)

1. Requires a health care provider's statement which includes a begin date and end date, and a diagnosis/treatment plan.

If FMLA-eligible, the following are required:

1. FMLA Calculation sheet. (For Support Staff Only)
2. Department of Labor FMLA Certification Form.



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Personal Leaves Non-FMLA Eligible: An explanation for the leave **must** be provided by selecting the checkbox next to "Reason" and then entering the explanation. For example, to indicate jury duty, select the checkbox and enter "jury duty."

Personal Leaves FMLA Eligible

1. An explanation for the leave **must** be provided by selecting the checkbox next to "Reason" and then entering the explanation. For example, to indicate child rearing or caring for a sick family member, select the checkbox and enter "child rearing" or "sick family member."
2. FMLA Calculation sheet. (For Support Staff Only)
3. Department of Labor FMLA Certification Form.

Professional/Educational Study Leave - A course of study must be attached.

Military Leave - Military orders must be attached.



Time Frames for Submitting LOA Requests

1. All non-emergency requests for any type of Leave of Absence **MUST** be submitted to the principal/department head **AT LEAST 10 workdays prior to the commencement date of the leave.**
2. This includes all non-emergency medical LOAs for surgical or other medical reasons. If an employee fails to submit his/her non-emergency leave request at least 10 workdays prior to the commencement date of the leave, the leave commencement date may not be approved. Please ensure that all your employees are aware that this important requirement exists.
3. If a leave request is for a bona fide **emergency**, the form should be submitted to the principal/department head within **10 workdays after the date of the emergency.**

Thank you for your cooperation, and Florencia, Maria, Bernice and I wish you a wonderful Thanksgiving holiday.

Sincerely,

Karen Maltese- Leave Supervisor

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