

Leave of Absence Information

Leaves of Absence (LOA): The District has several types of programs that authorize employees to be absent from his/her job for certain periods of time, with the guarantee of returning to his/her job, or an equivalent position. When an employee is absent to the point that he/she has no more paid leave, i.e., Sick Leave, Personal Leave, Vacation and Compensatory Time, then that employee is no longer authorized to be absent, which is a violation of Board Policy 4240, Unauthorized Leave. He/she must then request and be approved for an unpaid leave to be authorized to be absent.

* *Absence, Family Medical Leave and Leave of Absence forms and information are available on the HR Intranet at http://intranet/hr/hr_forms.asp.*

1. The **paid LOA programs** are defined in each employee agreement and include: Sick, Personal, Vacation (For 12-month employees only.), Holidays, On-the-Job Illness or Injury, Sabbatical (Partial pay after approval of Sabbatical Committee.), Exchange Teaching, Jury Duty and Release Time. Except for Holidays and Sabbaticals, Absence Sheets must be submitted to report these absences. If the employee is on Jury Duty and is paid more than \$100 from the Court, he/she may have their pay adjusted by that amount.

2. **Governing Board-Approved (GBA) LOA's:** *"The Governing Board may authorize leaves of absence for school district personnel when it deems such leaves of absence to be reasonable and for good cause and not detrimental to education within the school district. Leaves of absence shall be limited to a period of not to exceed one year."* - AZ Education Code 15-510. Requests for Governing Board-Approved Leaves of Absence must be submitted on the District's *"Request for Leave of Absence (LOA) Form"* and be signed by the appropriate Administrator(s) before the Governing Board will consider the request. This form is available at H.R. and is on the District's Web-Site.

TYPE OF LEAVE	EXCEPTIONS / NOTES
Health of employee.	Doctor's verification of illness, with projected date of return, must accompany request.
Health of immediate family.	Immediate family is defined in agreements.
New infant care or child care.	
Course of study, education or training.	May require registration documentation.
Military Service.	Military orders are required.
Campaign or serve in public office.	
Association or union activities.	
Travel.	Only for Consensus employees.

- ◆ requests for a partial leave are not forwarded to the Governing Board **IF** the request is from a full-time employee AND the Administrator does not recommend approval. R

- ◆ If employee has medical, dental and/or vision insurance, this coverage will be terminated; however, employee will receive a COBRA Notice advising him/her of rights to continue coverage, if he/she makes arrangement to pay the insurance premiums. The employee may also continue life insurance coverage by contacting the life insurance company. I

- ◆ administrators, Psychologists, and Research Project Managers must work three consecutive years to be eligible. Exempt Coordinators, Confidential, Professional, White Collar and Food Services must work one year, and Blue Collar employees must work three-months. Consensus may apply at any time. A
 - ◆ An employee could be on a leave for up to 5-years of cumulative military service and must be returned to not just the position held when the military leave started, but the job in which the person would have been employed if the continuous employment of such person had not been interrupted. A
 - ◆ An employee who has Alternate Pay (ENP), also known as “Summer Pay”, will be paid that money in a lump-sum payment after the unpaid leave starts. A
3. **Family Medical Leave (FML or FMLA):** Human Resources ONLY determines eligibility and qualifications – governed by federal law.

REASON for FML	WHO QUALIFIES	EXCEPTIONS / NOTES
a) Birth or legal adoption of child. b) Childcare during child’s first year. c) “State Action” foster care placement – up to 12 months after placement. d) Care for employee’s seriously ill spouse, child or parent. e) Employee’s serious health condition.	All Employee Groups who: 1. Work full-time, or is considered a full-time employee – see 4 th bullet point below 2. Have worked a minimum of 12 months, and 3. Have worked a minimum of 1,250 hours during the past 12 months from the request date, or since a previous FMLA leave. Only those hours actually worked count towards the 1,250 hours; other paid and unpaid leave is not counted – see second bullet point below.	An employee may elect to use <i>none or all</i> of his/her accrued paid leave balances, before starting unpaid FML. Doctor’s verification of serious health condition is required. This unpaid FML may not exceed 12 workweeks, or 60 workdays.

- ◆ If the employee is receiving insurance benefits from TUSD, the District will continue to pay its portion of the premium for employee-only HMO coverage. If the employee has any benefits beyond employee-only HMO coverage, he/she will be billed for any additional costs.
- ◆ Paid time off, such as sick and personal leave, does not count towards the 1,250 hours worked requirement.
- ◆ The start date for a Family Medical Leave may be applied retroactively.
- ◆ An employee, who works 6 hours per day, is considered a full-time employee in TUSD; however, most of these employees also work on a less than 12-month contract. That means a 6-hour per day, 9.5-month contracted employee only works 1,212 hours per year, which means that if he/she has any absences, then he/she would not be eligible for an FML.
- ◆ A FML may not be used consecutively with any type short-term leave, except for Consensus and Blue-Collar employees.
- ◆ For Blue-Collar employees only, seniority continues to accrue during FML only.

4. **Short-Term Leaves:** Approved by the Site Administrator.

TYPE OF LEAVE	WHO QUALIFIES	EXCEPTIONS / NOTES
Short Term Leave	All Employee Agreements	For up to 30 work days only. Refer to Employee Agreement.

- ◆ If the employee is receiving insurance benefits from TUSD, the District will continue to pay its portion of the premium for employee-only HMO coverage. If the employee has any benefits beyond employee-only HMO coverage, he/she will be billed for any additional costs.
 - ◆ To be paid for a holiday, the employee must be on some type of paid status on the day before, or the day after the holiday. (Paid status also includes paid Sick, Personal or Vacation leave or Comp Time.)
 - ◆ All paid leave must be used prior to starting an unpaid Short-Term Medical Leave.
5. **Assignment to Home:** Previously called “Administrative Leave”, no PAF or other type of action form is required to place an employee on a paid “Assignment to Home” because that employee continues to receive full pay and benefits. However, the employee must be advised, in writing, that they have been placed on a paid Assignment to Home. Another memo or letter would be required to take that employee off that assignment. Copies of those memos should be sent to the appropriate District office(s) and to the Legal Department.
 6. **A Personnel Action Form (PAF) is required to place employees on and off unpaid leave.** The Site Administrator is responsible for preparing and submitting the PAF to Human Resources to take the employee off unpaid leave and to put him/her back on active status. If the unpaid leave is for the employee’s serious health condition, a medical statement releasing that employee to perform the essential functions of his/her job must be attached to the PAF, which will bring the employee back to an active status. The employee must provide the medical release before being allowed to return to work.