



## LEAVE OF ABSENCE PROCESS

Request for leave must be made at least thirty (30) days prior to the date the requested leave is to begin, or as soon as practicable under the circumstances:

- 1) The employee must complete the appropriate "Request for Leave of Absence" form. Please refer to the following for specific documentation required depending on which type of leave is being requested. ***Please note, all leave types require the completion of an application for leave and any other related forms for the specified leave of absence.***

**Education Leave:** The institution of higher education must be identified and proof of acceptance for study at the institution must be provided. A list of courses to be taken and the degree sought, if any, must be included in the detailed plan. ***An employee can remain on this type of leave for up to one year, not to exceed one year.***

**Sabbatical Leave:** If the request is for travel, a detailed analysis of the travel experience planned must be provided, which includes sites to be visited, purpose and anticipated dates of visits. Upon return, a synopsis will be required of how the travel benefited the St. Louis Public School District. If the request is for study, the institution of higher education must be identified and proof of acceptance for study at the institution must be provided. A list of courses to be taken and the degree sought, if any, must be included in the detailed plan. If the request is for a combination of study and travel, the applicant must comply with all the aforementioned items. ***An employee can remain on this type of leave for up to one year, not to exceed one year.***

**Military Leave:** Orders/Amended Orders required. ***An employee can remain on this type of leave for up to 5 years, not to exceed 5 years.***

**FMLA Leave:** Upon receipt of the Request for FMLA Leave of Absence Form, the employee shall be provided a Notice of Eligibility and Rights & Responsibilities Form; Human Resources will first complete Part A - Notice of Eligibility. At that same time, the employee shall also be given the medical certification form -- Certification of Healthcare Provider for Employee's Serious Health Condition or Certification of Healthcare Provider for Family Member's Serious Health Condition, as appropriate. The employee will be expected to return the completed medical certification form within fifteen (15) calendar days. ***Failure to provide the required 15 calendar days notice may result in leave request being denied.*** Specific dates (start date and estimated return date) must be provided. Statements such as "until further notice", "undetermined" or "until next appointment" will not be accepted. If the medical certification is incomplete or insufficient, Human Resources will notify the employee in writing of such, stating what information is needed. The employee will provide the additional information within seven (7) calendar days, whenever practicable. Within five (5) business days of receiving sufficient information to make a designation determination, Human Resources will provide the employee with a Designation Notice. ***An employee can remain on this type of leave for up to one year, not to exceed one year (note, this limitation does not apply to intermittent leave or FMLA leave to care for an immediate family member)***

*\*To be eligible for FMLA, an employee must have been employed by St Louis Public School District ("SLPS") at least twelve (12) months and has worked at least twelve hundred fifty (1,250) hours in the twelve (12) months preceding start of leave\**

**Other types of Leave, including Non-FMLA Eligible Medical Leave:** Documentation verifying need is required. If for a medically related reason (and the leave does not qualify as FMLA leave), medical certification is required. The medical certification must include the date on which the condition began; the probable duration of the condition, the diagnosis and expected course of treatment; a statement that the employee is unable to perform the essential functions of his/her job. Failing to provide medical certification will result in a delay of leave until such certification is obtained or denial of leave if no certification is provided. Further, the employee will be required to present medical certification of their "fitness-for-duty" to return to work, following the period of leave. ***An employee can remain on this type of leave for up to one year, not to exceed one year.***

- 2) Once the documents are complete, applicable forms are submitted to Human Resources either in-person, mail or fax (314) 244-1739. The supervisor will be notified of the approved leave request.
- 3) After the documents are presented to HR **and if** the employee qualifies for STD/LTD benefits, he/she should call the Cigna Insurance Company at (1-800-362-4462) to initiate a new claim (**filing the leave papers 30 days in advance will eliminate there being breaks between pay cycles from SLPS and Cigna Insurance**)
- 4) Approximately **two weeks (14 days)** prior to his/her return to work, the employee should present to HR a "Release to Return to Work" form, which has been completed by the employee and his/her physician. This document can be submitted to Human Resources either in-person, emailed to ERStaff@slps.org, or via fax (314) 244-1739. The employee should not return to work until he/she receives contact from HR stating "authorized to return to work". Supervisors are notified of return from leave dates.

**\*\*The employee will be responsible for payment of his/her portion of the benefit premiums\*\***

If you have further questions or concerns please contact the Employee Relations Department at  
ERStaff@slps.org