

IMPORTANT INFORMATION:

Employees are to be on a documented leave at all times.

All documentation to support your leave must be submitted to the Leave Center.

It is the employee's responsibility to submit the documentation to the Leave Center.

It is the employee's responsibility to alert your supervisor of your absence.

Documentation must be submitted within 10 days of your absence. Failure to comply with this will result in the leave being processed as unapproved and the employee will be subject to disciplinary action.

PD should not be done while on a leave.

If you are on an unpaid day, not protected by FMLA, prior to a holiday, break (winter, spring, summer) this will result in a delay in your escrow payment.

When in doubt, Contact Us!



Contact Us

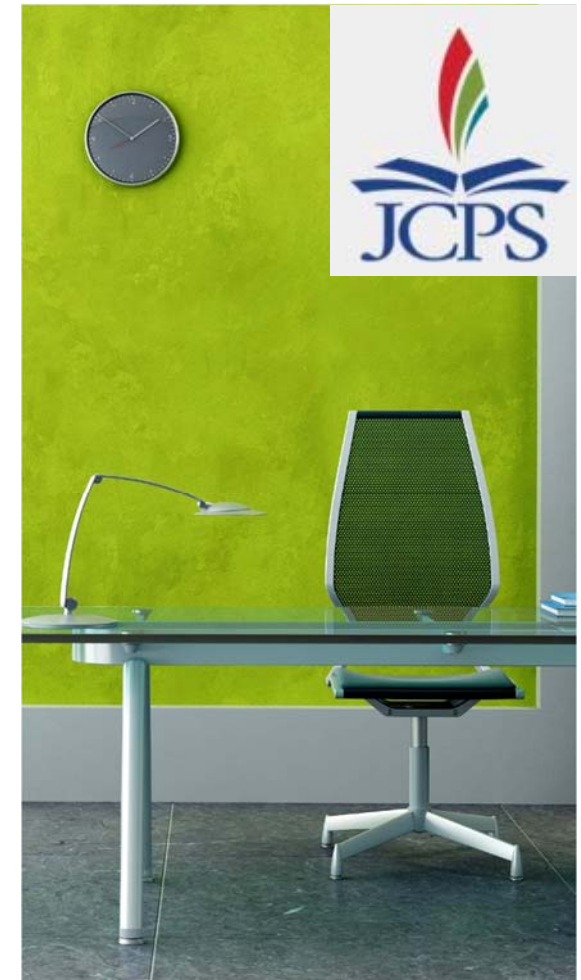
JCPS Leave Center
VanHoose—2nd Floor

(502) 485-7368 (Phone)

(502) 485-8947 (FAX)

Visit us on the web: http://www.jefferson.kyschools.us/Departments/SupportServices/LeaveCenter/Leave_Center.html

Equal Opportunity/Affirmative Action Employer Offering
Equal Educational Opportunities



LEAVE INFORMATION FOR EMPLOYEES

JEFFERSON COUNTY PUBLIC SCHOOLS LEAVE INFORMATION FOR EMPLOYEES

Employees on Initial Probation

Employees in initial probationary status are not eligible for any type of leave. However, if the employee has an absence during the probationary period the following procedure must be completed:

- If absent for less than four days, provide a doctor's note to support your time off.
- If absent for more than four days, please submit the Healthcare Provider Forms to support your leave.
- The employee must contact his or her principal or supervisor to alert them of absence.
- Probation will be extended based on the number of absences.
- **It is your responsibility, not your secretary's, to submit documentation to the Leave Center.**

Employees in initial probationary status who are absent for more than 10 (ten) workdays shall be discharged except those

who are absent for medical reasons connected with Worker's Compensation. This will be reviewed for continued employment.



FMLA

The Family Medical Leave Act (FMLA) enables a full-time employee to qualify for the state paid portion of the health insurance premium up to 12 weeks if he or she meets the following criteria:

- Is employed 12 months prior to the leave date.
- Employee must have worked at least 1,250 hours prior to leave date.

Employees who do not qualify for FMLA will be placed on an unpaid medical leave. It is the responsibility of the employee to pay any balance of a premium over the state or district contribution. FMLA covers the birth or adoption of a child; care for the employee's spouse, child or parent; or the illness of an employee with a serious medical condition. FMLA also covers qualifying exigency leave and military caregiver leave.

Leave that is taken by an eligible employee for any of the above reasons shall be counted as FMLA leave, even if the employee does not request leave under FMLA. This includes the use of four or more consecutive sick days. If an employee is entitled to paid leave under any Kentucky statute, other district policy, or collective bargaining agreement, the employee may elect to substitute the paid leave for unpaid FMLA leave and the paid leave shall run concurrently with the FMLA leave.

Determination of eligibility of leave is determined upon receipt and review of Certification of Healthcare Provider Forms and employees eligibility at the time of the request.

Unpaid Leave Information

Types of Leaves

- Medical, FMLA
- Adoption/Childrearing
- Military, Qualifying Exigency, Military Caregiver Leave
- Political Activity
- Qualifying Education
- Union/Association
- Dependent/Convalescent

Contact the Leave Center for detailed information regarding unpaid leave.

How to Apply for a Leave of Absence

1. Full-time employees must notify their supervisor of pending medical leave.
2. The employee would then contact the Leave Center for the appropriate documentation to be submitted to support their leave.
3. The employee will return the documentation requested by the Leave Center within 10 calendar days of the absence in order to be processed as approved.
4. The Leave Center will notify the employee of their approved leave either via designation letter or notification of change.