

QUESTIONS AND ANSWERS SICK LEAVE

- *Who's eligible for an unpaid leave?* - Interim and probationary non-instructional employees are **not eligible** for leave.

Probationary teachers may be eligible for leave at the discretion of their Principal.

- *Can the employee use his/her own sick days for the entire time he will be out?*
- If an employee is going out sick and has enough sick days to cover the time they will be out, he must follow the school/dept. procedure; submit a doctor's note and use a regular TDE form. **This is handled by the school center and not the Personnel Dept.**
- *Must the employee use his own sick days?* - If the employee **does not have income protection**, (short or long-term disability coverage, check with Employee Benefits and Risk Management) he must first use up all his sick days before he can go on unpaid sick leave. **If the employee has income protection**, he can choose if he wants to use any/all of his sick days or not.
- *Is sick leave paid or unpaid?* - The leave is unpaid except for sick or personal days used by the employee.
- *Can an employee take sick leave to care for another person?* - Yes. If it's an immediate family member or a member who lives within their household. The District requires that the employee's family member physician complete the district form PBSD 2313. **In this case, the employee must use all earned sick days before he can go on unpaid leave.**
- *If the employee applies for short-term disability insurance doesn't that mean he is on leave?* - No. Short-term disability is paid by a private insurance company and has nothing to do with the leave status. **IT IS NECESSARY TO MAKE A SEPARATE APPLICATION TO RECEIVE THESE DISABILITY BENEFITS. Contact Risk and Benefits Management for the paperwork. Before disability benefits will be paid, the employee needs to be on an approved unpaid leave of absence from the school district.**
- *Can a sick leave be extended?* - Yes. The employee will need to submit an extension form PBSD 1666 and a new medical certification form PBSD 2312 or PBSD 2313. It is the responsibility of the employee to notify the school 2 weeks before the end of their leave if they are returning or extending. Upon returning from a sick leave, the employee should provide a doctor's note returning them to full duty.

- ***How long can the employee be on sick leave?*** - Most bargaining groups employees may be on leave for the remainder of the school year we are currently in and one additional school year. FPSU employees sick leave does not have to be approved for more than 90 working days.
- ***What happens to the employee's benefits and health insurance?*** - Once the employee is unpaid by the School District, they may be eligible for FMLA (Family Medical Leave Act) benefits. If eligible for FMLA the School District will pay for the employee's premium for their basic health insurance for the first 12 weeks that the employee is on unpaid leave. Risk and Benefits Management will bill the employee for their other deductions (vision, dental, life insurance, family health coverage, etc.) If they are still on leave after 12 weeks, they will be billed for their portion of their health insurance, as well. Questions should be directed to Risk and Benefits Management. (Tel. 434-8580)
- ***What are the requirements for FMLA?*** - Employees must work at least 12 months and have worked 1,250 hours within the previous 12 months.
- ***What happens to FMLA benefits if the employee takes another leave?*** - Benefits are for 12 weeks in a rolling 12 month period. If they use any portion of the 12 weeks during a twelve month period, the remaining weeks will be available to them, if needed. If the 12 weeks are used up, the employee will be billed for his deductions.
- ***What do you need to apply for a sick leave?*** - The employee will need Form 1666 (Request for Leave of Absence without Pay) and Form 2312 or 2313 (Certification of Health and Medical Condition) filled out by the doctor.

**LEAVE REQUEST FORMS HAVE TO BE SUBMITTED TO THE
PRINCIPAL/DEPARTMENT HEAD FOR SIGNATURE.**

FORMS CAN BE FAXED TO ANNETTE ARRIAGA 561-357-1145 OR PX 2-1145.

**ANY QUESTIONS
CALL THE HR CUSTOMER CALL CENTER AT
Toll Free 1-877-477-3722
Local (561) 434-8777
OR PX 4-8777**