

## School/Department Checklist

When an employee applies for an unpaid leave of absence they are required to submit the application and supporting documents to their school/department. Use the following checklist to ensure that all required forms are submitted.

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- District Form PBS1666 (Request for Leave of Absence Without Pay)
- All fields must be completed and dates should be double checked for accurate processing. It's important that last day worked, last sick day used dates are correct. If the employee chooses not to use sick days have them initial the appropriate section. Dates will not be changed after the leave has been processed.
  - Both employee and principal/director sign the form

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- Appropriate District required forms are submitted with the PBS1666 Leave of Absence Request application
- Leave for Childcare/Maternity, FMLA Form PBS2312 completed by attending physician
  - Sick Leave for self, FMLA Form 2312 completed by attending physician
  - Sick Leave to Care for an Immediate Family Member, FMLA Form PBS2313 completed by attending physician
  - Personal Leave - attach a letter to Leave of Absence request Form PBS1666 explaining the extenuating circumstances
  - Please refer to the leave application for documentation that is required for leaves that are not mentioned above

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- Fax unpaid leaves of absence application and supporting documentation to the Compensation & HR Planning Leave Office @ 561-357-1145 or PX 2-1145