

## Helpful Areas to Highlight When Determining the Length of a Leave

**These guidelines are intended to provide general information. Some employee groups may vary slightly. See your specific employee group contract book or policies.**

### Insurance

**FMLA:** The district will continue to contribute to your insurance for 12 weeks as if you were working. If you extend your leave beyond 12 weeks you may be required to pay the full cost of your insurance.

- If you are not receiving a check you will continue to receive the district contribution however you will be responsible for paying your contribution by personal check.

**Non - FMLA:** If you are taking a leave that and it does not qualify for FMLA, the district does not contribute to your insurance and you will be required to pay the full cost of your coverage.

**Unpaid:** If you are on an unpaid leave you will be required to pay the full cost of your insurance.

**Qualifying Events:** In the event that you experience a qualifying event on your leave of absence (birth or adoption of a child, divorce, marriage, death of involuntary loss of coverage you have 30 days from the date of the qualifying event to update your coverage.

- Please keep in mind this may change the cost of your premium.
- Returning to work is considered a qualifying event and you may start your insurance again. You must re-enroll in insurance at this time.

**Cancellation of Coverage:** If you are requesting to cancel coverage, you must complete a change form. Coverage can be canceled at the end of a month.

### Leave of Absence Returns

**Return Date:** If you would like to request to return to work early or extend your leave you must send a written request (via email or mail) to Elizabeth (Brady) Lutz in HR. Your return date will be reviewed by the Director of Human Resources and your supervisor.

- Licensed staff members that are gone through the end of the school year are required to notify HR by March 1 of their intent for the following year.

**Seniority Lists:** Leaves may affect your place on the seniority list. If you are gone more than one semester, you will not earn experience for the year you are gone.

**Step/Grade:** You are required to work one semester or more in order to gain a step the following year.

**Tenure:** You are required to work 120 days each year, for three years in a row to achieve tenure.