

## Instructions for Leave of Absence Request

---

### Step 1: Obtain Leave of Absence forms

---

All Leave of Absence forms are located on the Intranet or [www.schstaff.org](http://www.schstaff.org). Staff are responsible for printing the forms they need.

### Step 2: Complete the “Staff Leave of Absence Request” form

---

The Staff Leave of Absence Request form must be completed as far in advance as possible of any anticipated leave. In most cases, this requires a minimum 30 day notice. If this request is associated with any current absences it must be completed within 2 days following your 3<sup>rd</sup> consecutive shift absent.

### Step 3: Human Resources Approval

---

The completed Staff Leave of Absence Request form must be forwarded to HR for review/approval. **Approval of a Leave of Absence is not guaranteed by submitting a Request form.**

### Step 4: Submit a completed “Medical Certification” form within 15 days

---

If requesting a leave due to your own medical reasons, or that of your immediate family member, you must submit a completed Medical Certification form. You must forward this form to your health care provider for completion. The completed form must be returned to HR prior to final approval of an FMLA or medical leave of absence **no later than 15 days following the receipt of this leave packet.**

### Step 5: Status of your Request

---

You will receive a notification of your eligibility and rights & responsibilities from HR regarding the status of your leave request. Once you have returned the completed Medical Certification to HR, you will then receive an official Designation Notice approving or denying your leave request.

### Pay while on Leave of Absence

---

Pursuant to SCH policy, your first normal work week of your leave of absence is paid through Occasional Time Off (OTO) unless you are inpatient hospitalized during your first normal work week in which you would be paid Personal Disability Leave (PDL). In the event you have used all of your OTO, the first week of your leave of absence is unpaid. Upon receipt of the Medical Certification form and approval of your leave, the remainder of your leave of absence may be paid first through Long Term Bank (LTB) (if applicable) and then through Personal Disability Leave (PDL). Once you have exhausted your LTB account and your PDL account, you are then paid through your OTO account until exhausted. Once you have exhausted all of your Paid Time Off accounts, the remainder of your leave of absence is unpaid. PDL and LTB can only be used for leaves for your **own** medical condition, while leaves for the medical condition of an immediate family member will **only** allow you to receive OTO. Exigency Leave, Military Caregiver Leave, Personal, Educational or Military Leave of Absence are **OTO eligible only**.

**REMEMBER: You are not eligible for LTB or PDL pay until you have received written approval of your request.**

### Benefits while on Leave of Absence

---

While in a “pay status” (continued normal pay each pay period by receiving OTO/LTB/PDL benefits) all regular deductions will be maintained for your benefit elections. However, if you should go into a “no-pay” status (fully exhausting all LTB, PDL, or OTO), you are responsible for your portion of all premiums and/or payments currently being deducted from your paycheck. You are responsible for contacting HR to make arrangements to continue these payments to prevent any cancellations. Payments are due on the same dates you would normally receive a paycheck.

### Return to Work

---

If your circumstances change and you are able to return to work earlier than the date indicated, SCH requires that you give reasonable notice of your intent to return. A Return to Work Statement must be completed by your health care provider and submitted to HR prior to your returning to work. If there are **any** restrictions to return to work, your department leader and HR will determine if accommodations can be made. If you are unable to return to work as specified, a request for an extension must be submitted to HR.