



## Human Resources: LOA Checklist

### Plan for your leave

- Make an appointment with David Holt, Director of Human Resources to go over your leave options.
- In partnership with Human Resources plan your leave plan and request approval. Once approved, you will receive a letter from Human Resources for your records.
- If you participate in D102 insurance and plan to take unpaid leave at any point, please contact the HR department to ensure no gaps in coverage.

### Prepare for your leave

- To ensure a smooth transition, leave behind clear instructions for peers, your leaders, and the person covering for you.
- Inform any staff, parents, or vendors that you will be out of the building and the estimated return date. If accessible, please include who will be the point of contact while you are out.
- Provided all medical documentation requested by the Human Resources Department.

### Stay in touch

- If anything changes, please keep us informed.
- If you need to add dependents or make changes to your insurance while you are out, contact Lindsey Foster in HR.
  - Birth of a Baby -- You have 30 days from birth to add the baby. We will need the Full Name(s), Date of Birth(s), and SSN(s). As a reminder, newborn social security cards take a few weeks.

### Plan for your return

- Email Lindsey Foster, Deborah Handke, and your building principal seven days (7) prior to alert them of your planned return to the building.
- If you require any accommodations upon your return, please contact David Holt and Lindsey Foster in Human Resources.

For more information, contact Lindsey Foster in Human Resources.

[fosterli@dist102.k12.il.us](mailto:fosterli@dist102.k12.il.us)

708-215-7019

**#D102**