

# REQUESTING A LEAVE OF ABSENCE

## Staff Member Notice Requirement

*(For medical, maternity leave and intermittent leave of absence)*

Whenever the leave is foreseeable, the staff member shall provide Jeannie Adair in the Personnel Office with thirty (30) days' notice. Notice must be in writing (email acceptable). If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. If you are not capable of making the notification, someone on your behalf may make the notification for you. This applies only in the case where your illness prevents you from making the request yourself. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings. *The above includes administrative, certified and classified staff.*

### Your notification must include:

- ✓ Name
- ✓ Current Address
- ✓ Building assignment and position
- ✓ Date leave began or approximate date leave will begin
- ✓ Approximate date of return
- ✓ What the leave is for

You will be notified whether or not your leave qualifies under the Family and Medical Leave Act (FMLA) and how many days will be counted against FMLA. If you have questions about a medical leave of absence, contact Jeannie Adair at the Administration Building at 574.722.2911 Ext 10030 or [adairj@lcsc.k12.in.us](mailto:adairj@lcsc.k12.in.us).

*You may have more than enough sick days to cover your medical leave of absence. For absences over 10 days, the Physician's Certification Form must be completed in order to use additional sick leave time that you may have. The Certification Form will be sent to you following your request for a medical leave of absence. Failure to return the Certification Form may result in a loss of pay.*