

Requesting Leave:

Please request in writing to the Director of Human Resources **and send a copy of the letter to your immediate supervisor** for the applicable leave of absence you are requesting along with your completed FMLA forms if you are eligible for FMLA. Include your name, title, school location, tentative leave start date, tentative leave return date and if you are eligible to utilize sick time for your leave, how many sick/personal days, you plan to utilize for your leave.

FMLA for parental leave – at the time of birth you will be allowed to utilize sick days based on your union contract/non-union guidelines to be paid for your leave. After you have exhausted your allowed number of sick days per your union contract/non-union guidelines, the leave is unpaid. **PLEASE NOTE:** You will need to provide a copy of the **baby's birth announcement or certificate** to the Office of Human Resources once the baby has been born for proof of relationship.

FMLA for your own serious health condition - you will be allowed to utilize your accumulated sick days to be paid for your leave. After you have exhausted your accumulated sick days, the leave is unpaid. **PLEASE NOTE:** Upon your return to work you need to provide Human Resources with medical certification clearing you to return to work without restrictions.

FMLA to care for a family member - the leave is unpaid. You will be allowed to utilize up to three sick days per school year to care for a family member's illness. If you have any personal time and/or any vacation time, you may use it to be paid for your leave.

Please call Rosmery Marzan in HR (978)975 5900 Ext. 25615 to verify your time and review your attendance calendar. **Any sick/personal/vacation/non-work days you are using for your leave will need to be reported into the Employee Self Service (ESS) Absence Reporting System once you start your leave.** If you are taking, any unpaid leave Human Resources will adjust ESS manually to reflect any unpaid leave taken.

PLEASE NOTE for Parental Leaves: If you are eligible for 12 weeks of unpaid Family Medical Leave when you start your parental leave then the 12 weeks of FMLA and your allowed sick days per your union contract will be used concurrently. If your physician instructs you to stop working before the birth of your child due to medical reasons, you are **REQUIRED** to present a medical note from your physician to be eligible to use your accrued sick time prior to the birth of the baby. The FMLA forms are available on the LPS website. **(Please see bottom of this page for the FMLA eligibility guidelines)**

While you are on unpaid FMLA or any unpaid leave, you will receive a letter from Human Resources acknowledging unpaid time that you take. In this letter, you will be informed to call Sonia Garcia in HR, regarding your Health and/or Dental Insurance continuation coverage costs to determine what premiums are due and to answer any other questions you may have regarding your Health/Dental Insurance coverage.

*** Family/Medical Leave Act (FMLA) EMPLOYEE Eligibility**

To be eligible for FMLA leave, an employee must work for a covered employer and:

Have worked for that employer for at least 12 months; and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.