# FREQUENTLY ASKED QUESTIONS & ANSWERS

**What if I have an emergency or hospitalized and LOA not done ahead of time?**
Emergencies and/or resulting in hospitalization are normally not known ahead of time
- At the earliest convenience, notify Talent and/or Site/Campus
- Complete/Submit paperwork as soon as possible

**What if I do NOT want Campus/Site to see paperwork due to confidentiality?**
- Make sure to contact Talent Personnel at **602-764-1548**

**What if I am a 12 month employee?**
- All Leave Banks will be used [Leave, COMP Time, Vacation Accrued] with the exception of FMLA in which employee may choose Paid & Unpaid dates

**What if I exhaust my Leave and Vacation time?**
- May qualify for Employee Assistance Program (Donation Time)
- Contact Talent Personnel at **602-764-1548**

**What happens if I am Military? What are my options?**
- Entitled to 30 civic days (without using your Leave Bank) in a 2 year span
- If your call of duty goes beyond 30 days, the following are your options:
  - Can choose to use your Leave Bank and get paid by PUHSD – and be paid by Military too
  - Can choose NOT to use your Leave Bank and NOT get paid by PUHSD – only Military Pay
  - Can choose to use GAP PAY – meaning get paid the difference between PUHSD pay & Military Pay (you would not be using your Leave Bank)

**Can my campus/site ask for a doctor’s note?**
- Yes, your campus/site may ask for a doctor’s note after being absent for more than 3 days if you are a certificated employee. For classified/support staff, the campus/site may ask for a doctor’s note after 5 days.

**At what point am I required to submit LOA paperwork?**
- Practice has been that if you are going to be out for more than three (3) consecutive days, a Leave of Absence request is to be done. Although the Governing Board allows Support Staff to be absent up to 5 days in a semester without a cause and Certified to be absent up to 3 days, the practice was put in place so that all groups are consistent with when to submit LOA paperwork.
- Admin will need to submit LOA paperwork after 5 consecutive days

**How does Short Term Disability (STD) work with my Leave of Absence?**
- Short Term Disability is completely separate from the Leave of Absence process.
- For any questions regarding STD, please refer to Cyndy Nelke, Benefits Specialist at **602-764-1538**
# FREQUENTLY ASKED QUESTIONS & ANSWERS

## What is the difference between FMLA and Medical LOAs?

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<thead>
<tr>
<th>MEDICAL</th>
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<tr>
<td>✓ Used for employee’s own medical illness</td>
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<td>✓ Time frame is based on physician’s recommendation</td>
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<td>✓ Will use all Leave Banks</td>
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<table>
<thead>
<tr>
<th>FMLA – MUST meet criteria to qualify</th>
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<td>o Work for at least a year with PUHSD</td>
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<td>o Worked 1,250 hours within the last 365 days</td>
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<td>✓ Used for own illness, child’s illness\care, or immediate family’s illness\care</td>
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<td>✓ Time frame can be up to 12 weeks [Military up to 26 weeks]</td>
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<td>✓ Can choose to have LOA paid or unpaid [exception: Admin MUST use Leave Banks]</td>
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## What if I get injured at work?

- ✓ All injuries are to be reported to the **NURSE TRIAGE LINE: 1-888-252-4689, #2**
- ✓ Your Leave Bank WILL be used for absences
- ✓ If you are out past 8 days, the **Industrial Commission Insurance** may reimburse you for days and you may receive compensation
- ✓ Once you start receiving money (compensation) from Industrial, pay from PUHSD will stop. Upon your return, comparison will be done on what you received from Industrial (Alliance) vs. pay from District (may receive back pay or docked at that time)