

Q & A [LEAVE OF ABSENCE]

FREQUENTLY ASKED QUESTIONS & ANSWERS

What if I have an emergency or I am hospitalized and LOA not done ahead of time?

Emergencies 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 submit to Talent Personnel Specialist who oversees LOAs

What if I am a 12-month employee?

- ✓ All Leave Banks will be used [Accrued Leave, COMP Time, Accrued Vacation]
 - 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 Specialist who oversees LOAs

I am in the 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. ****Different from "personal" time off - not due to illness****

At what point am I required to submit LOA paperwork?

- ✓ If you are CLASSIFIED and going to be out for more than ten (10) consecutive days, a Leave of Absence request is to be done.
- ✓ CERTIFIED employees will need to submit LOA after 5 consecutive days
- ✓ 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**

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What is the difference between FMLA and Medical LOAs?

MEDICAL

- ✓ Used for employee's own medical illness
- ✓ Time frame is based on physician's recommendation
- ✓ Will use all Leave Banks

FMLA – MUST meet criteria to qualify

- Work for at least a year with PUHSD
- Worked 1,250 hours within the last 365 days
- ✓ Used for own illness, child's illness\care, or immediate family's illness\care
- ✓ Time frame can be up to 12 weeks [Military up to 26 weeks]
- ✓ Can choose to have LOA paid or unpaid [exception: Admin MUST use Leave Banks]

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 AZ School Alliance, your Leave Bank will be charged differently. Normally, the Alliance pays 2/3 of your time and PXU will pay the other 1/3 to make your pay whole

What are MY RESPONSIBILITIES prior to Returning to Work?

- ✓ Contact the Talent Personnel Specialist
- ✓ Depending on the type of Leave taken, documentation may be required by a health care provider releasing you to return to work
- ✓ Leaves for FMLA (self); Medical/Health; injury will require approval from a Talent Director to return to work after receiving release to work. A meeting may be required.
- ✓ Must obtain the Talent Return to Work Form before showing up to work