

SUBJECT: PROCEDURE FOR REQUESTING LEAVE OF ABSENCE

GENERAL:

The purpose of this bulletin is to outline the procedure for requesting a leave of absence

A. PROCEDURES FOR EMPLOYEE REQUESTING LEAVE OF ABSENCE

1. Contact Leaves Department for information and application appropriate to type of leave needed or download form from Benefits Website at: web/benefits or www.broward.k12.fl.us/benefits .
2. Complete application and forward to Principal/Department Head for signature. Submit application and physician's statement (if applicable) to Leaves Department
3. Provide timely updates when requested by the Leaves Department
4. Verify mailing address on record and, if necessary update address through Employee Self Service (ESS)
5. Notify Leave Department and work location when able to return to work

B. PROCEDURES FOR SCHOOLS/DEPARTMENTS:

1. Sign leave application and ensure that it is forwarded to the Leaves Department
2. Enter applicable absence code in CATS
3. Notify Leaves Department of any change in employees' status

C. PROCEDURES FOR LEAVES DEPARTMENT:

1. Provide assistance and necessary application to employee requesting leave of absence
2. Provide notification of the approval or denial for leave of absence to the employee, work location and other appropriate departments
3. Update SAP with leave information
4. Ensures the employee's position is held in accordance with the appropriate bargaining unit's contract or Board policy
5. Ensures the payroll records of an employee returning to work from leave of absence is updated timely and accurately

Supersedes: N/A New Business Practice Bulletin	Issued By: Leaves Department
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