

## FANS - LEAVE OF ABSENCE

**Objective:** To simplify administrative process for all leaves of absence to comply with Board Policy.

### Request for Leave of Absence

Any absence that extends five or more consecutive days **OR**

Any illness that requires intermittent leave under the Family Medical Leave Act (FMLA)

*(This includes extended absences and intermittent absences due to Workers Comp)*

1. Employee completes Request for Leave of Absence Form (Supervisor completes if employee is not available)
2. Employee attaches, "The Certification of the Healthcare Provider"
3. Employee presents form to Supervisor
4. Supervisor forwards form and documentation:

Email to [MTALLEY@greenville.k12.sc.us](mailto:MTALLEY@greenville.k12.sc.us)

Fax to 864-355-9314

Mary Beth Talley will review, request any additional information, and forward to Human Resources

### Notification

Human Resources will review the request, provide notification to employee and supervisor of eligibility, and determine if further documentation is needed.

### Communication During Leave

The Supervisor maintains responsibility for follow-up with an employee to determine their return-to-work based on documentation provided.

- Failure to contact supervisor at the expiration of the doctor's certification (date the doctor says you should be able to return) may result in termination of employment.

### Request for Extension of Leave of Absence

Any leave of absence that extends beyond the initial request and doctors documentation period

1. Employee utilizes original approved Leave of Absence Form
2. Employee indicates "Extension" – see box under signature line
3. Employee submits form and doctor's certification or documentation to their Supervisor
4. Supervisor forwards form for Extension:

Email to [MTALLEY@greenville.k12.sc.us](mailto:MTALLEY@greenville.k12.sc.us)

Fax to 864-355-9314

Mary Beth Talley notifies Human Resources

### Return to Work following Leave of Absence

Any employee returning to work following an approved Leave of Absence

1. Employee completes Return to Work Form
2. Employee attaches proper documentation
3. Employee presents form to Supervisor
4. Supervisor forwards form:

Email to [MTALLEY@greenville.k12.sc.us](mailto:MTALLEY@greenville.k12.sc.us)

Fax to 864-355-9314

Mary Beth Talley notifies Human Resources

**If there are work restrictions (A Minimum of Two Days needed to Review), Mary Beth Talley immediately contacts Human Resources.**

Mike Humbert for Hourly Employees (355-1278)

Renee Castor for Teachers and all other Employees (355-3982)