

Currituck County Schools

A Beacon for Excellence in Education

REQUEST FOR LEAVE OF ABSENCE SCHOOL/DEPARTMENT PROCEDURES

A. EDUCATIONAL LEAVE

- Step 1: Employee fills out a Request for Leave of Absence Form (**Form A**) and attaches a letter explaining the request for Educational Leave.
- Step 2: The request is sent to the Director of Human Resources where it is prepared for approval by the School Board/Superintendent.
- Step 3: Board approves or disapproves request and the employee is notified by the Human Resource Department.
- Step 4: Employees on Educational Leave will be taken off payroll and may be reassigned upon their return.

B. FAMILY LEAVE, MEDICAL LEAVE, MATERNITY LEAVE

I. Planned Leave (Pregnancy, Operation, Adoption, etc...)

- Step 1: Employee fills out a **Request for Leave of Absence Form (Form A)** and asks his/her doctor to complete the **Report for Absence from Work – Medical Form (Form B)**.
- Step 2: The request and additional documentation (**Forms A & B**) are sent to the Director of Human Resources. The employee's leave balances are examined.
- Step 3A: If the employee has sufficient leave balances to cover requested time period, the employee is tracked by the Payroll Department until the employee is able to return to work. ***No Request for Leave of Absence (Form A) is submitted to the Board of Education.***
- Step 3B: If the employee does not have sufficient leave balances to cover requested time period, the employee may use all of their leave balances and go off payroll.* ***The Request for Leave of Absence (Form A) is submitted to the Board of Education for approval.*** The Principal is notified of the Board action.
- Step 4: On the employee's first day back, the school/department secretary should email the Human Resource and Payroll Departments to verify the employee has returned to work.

II. Unplanned Leave (Illness, Injury, Accident, etc...)

- Step 1: After the employee has missed five consecutive work days a school representative fills out a **10 Day Absentee Report (Form C)** and sends it to the Human Resource Department.
- Step 2: If an employee is absent 10 days or longer, he/she must have their physician complete the **Report for Absence from Work – Medical Form (Form B)**.
- Step 3A: If the employee has sufficient leave balances to cover requested time period, the employee is traced by the Payroll Department until the employee is able to return to work.
- Step 3B: If the employee does not have sufficient leave balances to cover requested time period, the employee must complete the **Request for Leave of Absence Form (Form A)**. **Forms A & B (see Step 2) are submitted to the Director of Human Resources (please see steps 2-3B of Planned Leave instructions.)**
- Step 4: On the employee's first day back, the school/department secretary should email the Human Resource and Payroll Departments to verify the employee has returned to work.

***Employees that go off payroll need to have their leave of absence approved by the School Board.**

