

REQUESTING A LEAVE OF ABSENCE

Staff Member Notice Requirement

(For medical, maternity leave, for placement for adoption or foster care, and an intermittent leave of absence)

Whenever the leave is foreseeable, the staff member shall provide the HR Department with thirty (30) days' notice. Notice must be in writing (email acceptable) or use the FMLA Request provided in the employee section of the LCSC website. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. If you are not capable of making the notification, someone on your behalf may make the notification for you. This applies only in the case where your illness prevents you from making the request yourself. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings. *The above includes administrative, certified and classified staff.*

If providing your request in writing, notification must include:

- ✓ **Employee Payroll ID #**
- ✓ **Name**
- ✓ **Current Address**
- ✓ **City/State/Zip**
- ✓ **Cell or home phone**
- ✓ **Building assignment and position**
- ✓ **Date of request**
- ✓ **What the leave is for**
- ✓ **Approximate date leave will begin/began**
- ✓ **Approximate date leave will end**
- ✓ **Approximate date of return to work**
- ✓ **If this request is for an Intermittent Leave**
- ✓ **Signature and Date**

You will be notified whether or not your leave qualifies under the Family and Medical Leave Act (FMLA) and if so, how many days will be counted against FMLA. If you have questions about a medical leave of absence, contact the HR Department at the humanresources@lcsc.k12.in.us.

You may have more than enough sick days to cover your medical leave of absence, however, absences over 10 days, require Physician's Certification. Leave forms will be sent to you following your request for a medical leave of absence. Failure to request leave and failure to return the Physician's Certification Form may result in a loss of pay.



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