

BALDWIN COUNTY BOARD OF EDUCATION
LEAVE-OF-ABSENCE REQUEST

HR Office Use ONLY!!
Agenda Addendum
Board Date _____
Approved Disapproved
HR Administrator _____

PART I

Employees who have a foreseeable absence of two weeks or longer are required to request an official leave of absence to be submitted for Board consideration. All LOA requests should be submitted to the HR office at least TWO WEEKS PRIOR to the first date of the employee absence and supporting documentation must be attached. Unforeseeable LOA requests and supporting documentation should be forwarded to the HR office as soon as it is determined there is a need for leave.

Name _____ EmpNo _____ Home phone _____

School/Site _____ Position/Grade/Subject _____

Hours/Day _____ Calendar/Job Days _____

Reason for Request _____
(Medical, Maternity, Prof Study, Personal, etc.)

Dates Requested _____
Approximate Beginning Anticipated Return Please **DO NOT list unknown or leave blank**
A date is **REQUIRED** A date is **REQUIRED**

SUPPORTING DOCUMENTATION BELOW MUST BE ATTACHED FOR REVIEW BY HUMAN RESOURCES:

- Medical Leave (employee, employee’s spouse or family member) – medical verification issued by the appropriate health care provider that includes the beginning date of leave and an expected date of return
- Professional Study Leave –a copy of official registration/course schedule information from college/university
- Personal Leave for an extended period – a detailed explanation from the employee explaining the need for leave
- Military Leave – a copy of orders

By signing below, I acknowledge that it is my responsibility to review and be in compliance with board policy in regard to my leave-of-absence.

Employee Signature Date Principal/Supervising Administrator Signature

Board Policy 5.12.2

Employees who know in advance that they will be absent from work must notify the Board of the expected absence in accordance with procedures specified by the Superintendent or the Board. In the event of an emergency or incapacity that makes advance notice impractical, employees must notify the Board of their absence as early as possible.

Employees who have a foreseeable absence of two weeks or longer are required to request an official leave of absence for Board consideration. Leaves of absence, paid or unpaid, may be requested for up to one year. Leave of absence requests shall be approved on a case by case basis. No employee, except as otherwise provided under applicable law, is guaranteed or entitled to a leave of absence.

Leave of absence requests for medical reasons of an employee or an employee’s spouse or family member must be supported by medical verification issued by the appropriate health care provider and include an expected date of return. The Board may require an employee who has taken leave due to medical reasons to provide the Board with a healthcare provider’s certification in form acceptable to the Superintendent in order to return to work.

Employees are not allowed to take unpaid leave at their discretion. Unpaid leave is not allowed unless an employee obtains prior approval by the Board and/or unless unpaid leave is provided for under applicable State or Federal law.

Except as otherwise provided or permitted, an employee who is absent from work without approved leave will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures. Employees who are approved for paid leave or absences will be paid at the regular daily rate of pay; however, a day of paid leave or absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Leaves or absences not covered by sick, annual, personal, or other appropriate form of paid leave will be unpaid. Associated reductions in pay will be administered in accordance with payroll procedures. The continuation of benefits during an approved absence is subject to the provisions of the particular benefit policy or plan.