CLASSIFIED TEMP LEAVE BANK AND FAMILY MEDICAL LEAVE

TEMP LEAVE BANK - Request Application from Sherry Primus, Benefits Specialist, sprimus@sd27j.net

The purpose of the Temporary Leave Bank is to allow members to “Draw” temporary leave days donated by the other employees if they are a member and if their serious illness/injury of the serious illness/injury of an immediate family member or relative living in the immediate household extends beyond the number of their accumulated temporary leave days.

Section 11-7 of the CCSEA Negotiated Agreement explaining the Temporary Leave Bank policy, located on the district website, departments, human resources

Two part application – 1st page applicant to fill out with details for the request of days. 2nd page physician’s verification of medical absence.

If applying for recovery time from birth, leave bank will help with 4 weeks for normal delivery or 6 weeks for a C-section, starting from the date of birth.

FAMILY MEDICAL LEAVE – Request Application from Andy Pippin, HR Manager, apippin@sd27j.net

Is a federal law that guarantees certain employees up to 12 workweeks of unpaid leave each year with no threat of job loss. FMLA also requires that employers covered by the law maintain the health benefits for eligible workers just as if they were working.

Classified Employees that have been with 27J eighty (80) working days are eligible for Family Medical Leave.

Family Medical Leave for Classified Employees may be taken intermittently or as one continuous block of time depending upon what the completed Family Medical Leave paperwork states.

Classified Employees are able to participate in the Temp Leave Bank or take any accrued TEMP or Vacation Time along with Family Medical Leave time to continue receiving compensation.

If an employee carries dependents and goes out on Family Medical Leave they must provide payment to the district to continue those benefits for their dependents.