



**COLUMBUS**  
**CITY SCHOOLS**

**2022-2023**

# **Leaves of Absence Handbook**

**Leaves of Absence Team**

3700 South High Street

Columbus, OH 43207

614-365-6791

[leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us)

Columbus City Schools is glad to announce that Broadspire will be our new third party administrator for leaves of absence effective July 1, 2022.

Broadspire will offer several exciting new features to the leave of absence process:

- *Communication your way, including email, text, and phone.*
- *24/7 phone access to live representatives.*
- *Web portal access to view your leave status, submit documents, and communicate with a leave specialist.*

It is our hope that Broadspire will make the leave of absence process more streamlined so that you can focus on yourself while you are on a leave of absence.

If you have any questions about the transition to Broadspire, please see our Broadspire FAQ or contact us at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us)

Sincerely,

The CCS Leaves Team

# TABLE OF CONTENTS

|   |    |
|---|----|
| <b>Contacts</b>   | 1  |
| <b>When to apply for a Medical Leave</b>                      | 2  |
| <b>Leave of Absence Procedures</b>                            | 3  |
| <b>Employee Responsibilities</b>                              | 3  |
| <b>Continuous Leave of Absence</b>                            | 3  |
| <b>Intermittent Leave of Absence</b>                          | 4  |
| <b>Leaves of Absence Types and Information</b>                | 5  |
| <b>All Employees</b>  | 5  |
| <b>Administrators and Certified Employees (CAA &amp; CEA)</b> | 9  |
| <b>Classified Employees (OAPSE &amp; CSCSA)</b>               | 13 |
| <b>Frequently Asked Questions and Answers</b>                 | 15 |



# CONTACT INFORMATION

## **Broadspire Services Inc.**

PO Box 14773  
Lexington, KY 40512  
**Phone: 888-578-8561**  
**Fax: 859-550-2744**  
**[www.myleavetech.com](http://www.myleavetech.com)**  
(Call 888-578-8561 to set up your portal account)

## **CCS Leaves of Absence Team (Human Resources)**

**[leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us)**

**Phone: 614-365-6791**

## **CCS Benefits Team (Human Resources)**

**[benefitquestions@columbus.k12.oh.us](mailto:benefitquestions@columbus.k12.oh.us)**

**Phone: 614-365-6475**

## **CCS Payroll Office (Treasurer)**

**[payroll@columbus.k12.oh.us](mailto:payroll@columbus.k12.oh.us)**

**Phone: 614-365-6400**

## **CCS Compliance Office (Legal)**

**[ADARRequest@columbus.k12.oh.us](mailto:ADARRequest@columbus.k12.oh.us)**

**Phone: 614-365-5143**

## **CCS Health Services**

430 Cleveland Avenue, Suite 121A  
Columbus, Ohio 43215  
**Phone: 614-365-5824**  
**Fax: 614-365-6429**

## **Ohio Bureau of Workers' Compensation**

**Phone: 1-800-644-6292**

# When to Apply for a Medical Leave

## **Administrators (CAA)**

The estimated duration of your absence is expected to be more than ten (10) consecutive days. Forms and documents must be submitted to Broadspire no later than the 10<sup>th</sup> day of the absence.

## **Certified Employees (CEA)**

The estimated duration of your absence is expected to be more than ten (10) consecutive days. Forms and documents must be submitted to Broadspire no later than the 10<sup>th</sup> day of the absence.

## **Classified (OAPSE)**

The estimated duration of your absence is expected to be more than fifteen (15) consecutive days. Forms and documents must be submitted to Broadspire no later than the 15<sup>th</sup> day of the absence.

## **Classified (CSCSA)**

The estimated duration of your absence is expected to be more than ten (10) consecutive days. Forms and documents must be submitted to Broadspire no later than the 10<sup>th</sup> day of the absence.

## **Americans with Disabilities Act & Reasonable Accommodations**

If you desire to apply for a reasonable accommodation under the Americans with Disabilities Act, please reach out to Broadspire.

Accommodations under the ADA are coordinated by Broadspire and overseen by the CCS Compliance Office.

Questions regarding accommodations can be directed to:

**CCS Compliance Office**

[ADARrequest@columbus.k12.oh.us](mailto:ADARrequest@columbus.k12.oh.us)

Phone: 614-365-5143

# LEAVE OF ABSENCE PROCEDURES

## EMPLOYEE RESPONSIBILITIES REGARDING A LEAVE OF ABSENCE

- You must apply for a leave of absence in a timely manner and in accordance with CCS policies and collective bargaining agreements.
- It is your responsibility to ensure that medical documentation is sent by your medical provider to Broadspire (or, if requested, the CCS Leaves Team).
- When on an intermittent or continuous leave, call-off procedures should be followed as directed by CCS policies and supervisor directive.
- When on a continuous leave of absence, you should not be on Columbus City Schools property or complete any job duties unless you receive permission from Human Resources. This includes all supplemental, coaching, and department chair duties.
- When on a leave of absence, you must advise Broadspire, Human Resources, and your supervisor if there are ANY CHANGES to your leave of absence.

## LEAVES OF ABSENCE PROCESS

### Continuous Leave of Absence

#### Requesting a Leave

1. Contact Broadspire at 888-578-8561 to obtain leave of absence forms and check eligibility. After your first phone call, you will gain access to Broadspire's online portal.
2. Submit the medical certification forms to your medical provider and ask that they return the forms to Broadspire.
3. Once all documentation has been received by Broadspire, you will receive a determination notice from Broadspire advising you of your approval or denial within five (5) business days. ***Until a leave of absence is formally approved by Broadspire, it is your responsibility to enter your absences in the appropriate attendance reporting system. (Red Rover, Kronos, or ESS).***
4. Once a leave of absence is approved, you and your supervisor will receive a notification that your leave of absence is approved with your anticipated return-to-work date. Your absence will then be entered by the leaves of absence team into your attendance reporting system.

### While on a Leave

1. If you go on an unpaid status while on a leave, you will be contacted by the CCS Leaves Team (HR) with information regarding your last paid date. You will also be contacted by the CCS Benefits Team regarding benefits payments during this period.
2. If you need to extend or change the dates of your leave, please contact Broadspire and inform your supervisor of these changes.

### Returning from a Leave

1. **To return from a leave of absence for care of a family member:**
  - You must notify Broadspire and your supervisor of the date you intend to return to work.
  - A medical note is not necessary but you must provide at least a three (3) day notice of your intent to return to work to Broadspire for a paid leave, and thirty (30) days for an unpaid leave.
  - Broadspire will then notify you, your supervisor, and CCS Human Resources of the date you are expected to return to work.

## 2. To return from a medical leave of absence for yourself:

- Have your medical provider submit a release note with the date you are cleared to return to work to Broadspire. This can be done via fax, email, or US Mail.
- Once this note is received, Broadspire will then notify you, your supervisor, and CCS Human Resources of the date you are expected to return to work.
- Your release note must be dated within 14 days of your return to work by your medical provider.
- It is important that you DO NOT return to work until Broadspire and/or CCS Human Resources receive your return to work clearance note.
- Employees may be asked to be cleared through CCS Health Services if undergoing a surgery to determine “Fitness for Duty,” regardless of the number of days the employee misses work.
- Notification from the employee of their intent to return to work must be provided at least three (3) days to Broadspire in advance if returning from paid leave, and thirty (30) days in advance if returning from unpaid leave.

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***Returning to work without completing the proper return-to-work process can result in an employee not being placed back into a paid status.***

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### **All CCS Bus Drivers must be cleared to return to work by CCS Health Services from a continuous leave. To return to work:**

- Call Broadspire to discuss providing them with your return-to-work release note.
- Contact Health Services at 614-365-5824 to make a return-to-work appointment. You should bring a

copy of your release note with you.

- After your appointment, Health Services will notify CCS and Broadspire if you are cleared to return.

## **Intermittent Leave of Absence Requesting a Leave**

1. Contact Broadspire at 888-578-8561 to obtain leave of absence forms and check eligibility. After your first phone call, you will gain access to Broadspire’s online portal.
2. Submit the medical certification forms to your medical provider and ask that they return the forms to Broadspire.
3. Once all documentation has been received by Broadspire, you will receive a determination notice from Broadspire advising you of your approval or denial within five (5) business days. ***It is your responsibility to enter your intermittent FMLA absences in your applicable attendance reporting system. (Red Rover, Kronos, or ESS).***

## **Intermittent Leave**

Once an intermittent leave is approved, you and your supervisor will receive a notification of approval with the start and end dates of your intermittent leave along with the approved frequency and duration.

### **To Report Your Intermittent Absence:**

- **Staff Reporting Absences in Red Rover**—Enter your intermittent-use FMLA days in Red Rover as normal, and follow call off procedures as outlined by your supervisor.
- **All Other Staff**—All intermittent FMLA absences must be entered/recorded with Broadspire AND your attendance reporting program (Kronos, ESS), as well as any other procedures required by your supervisor.

**You have 72 hours to report intermittent FMLA time taken to Broadspire. Any time reported after this may be denied as FMLA.**

# LEAVE INFORMATION FOR ALL EMPLOYEES

## FAMILY & MEDICAL LEAVE ACT

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

The Family Medical Leave Act (FMLA) requires employers to provide eligible employees with up to twelve (12) weeks of unpaid, job-protected leave during a rolling calendar year for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter (under age 18), or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform the employee's job.
- Certain military-related, qualifying exigencies.

Family Medical Leave may consist of paid leave, unpaid leave, or a combination of both, depending on the your leave balances and your medical care provider's recommended period of absence. In the event of a leave of absence for FMLA, intermittent FMLA, or medical leave, your accrued time will be processed in the following order until all available time is exhausted: sick time, personal time, vacation time.

To be considered for a leave of absence under the FMLA provisions, your medical care provider must complete the "U.S. Department of Labor Certification of Health Provider" form, or write a statement for the employee.

**Intermittent/Reduced Schedule FMLA** - Twelve (12) weeks of unpaid leave during a calendar year can be used for intermittent family medical leave. You must have a medical need for such leave, and it must be that such medical need can best be accommodated through an intermittent or reduced leave schedule.

**Benefits and Protections** - During FMLA Leave, Columbus City Schools must maintain your

health coverage under any "group health plan" on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

**FMLA Family Illness** - an absence as a result of a family member's serious health condition, as defined under the FMLA. Approval from Human Resources is required for FMLA eligibility to cover illness for a family member defined as "a spouse, child or parent".

**FMLA Personal Illness** - an absence as a result of a serious health condition, as defined under the FMLA. Approval from Broadspire is required for use of paid time to cover approved family medical leave.

### To be eligible for FMLA:

You must be employed for at least one (1) year (Substitute employment is not considered permanent employment and have worked at least 1,250 hours within the previous 12-month period. Broadspire will track, and approve or deny FMLA eligibility.

Please note that you must use your personal leave before an unpaid leave can be approved.

## MATERNITY LEAVE\*

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

All provisions of FMLA and applicable contract apply to employees who take maternity leave. Physician certification is required for the medical portion of the leave in order to use paid sick leave. This would include any medically-necessary absence related to the pregnancy prior to the delivery of the child. If delivery occurs during vacation or before/during/or following the end of the school year (i.e. summer months, spring or winter break), the number of weeks during those periods will be considered part of the medically certified duration of time.



Days will not be deducted from your sick leave balance for these periods, holidays or dates designated as “calamity days”. Any time taken after you have been medically released by your physician cannot be deducted from sick leave; you may use other available leave balances.

## **PATERNITY LEAVE\***

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

As with maternity leave, all the provisions of FMLA and your applicable contract apply. In addition, use of sick leave for paternity leave is based upon the physician’s certification of the birth parent and your sick leave balance for medical necessity. An employee can use other available leave balances before going into unpaid leave status for the remainder of the leave.

*For maternity/paternity leave requests, use of estimated dates is acceptable.*

## **ADOPTION LEAVE — PAID\***

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

All provisions of FMLA apply to the adoption of a child. Paid adoption leave eligibility can vary based on applicable bargaining agreements or association guidelines.

## **ADOPTION LEAVE — UNPAID\***

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

You may qualify for an unpaid adoption leave of absence based on provisions of FMLA and your applicable contract. Unpaid leaves of absence are scheduled to extend through the end of a school year. Written notification requesting termination of an unpaid adoption leave must be submitted to the Leaves of Absence team at least thirty (30) days prior to the anticipated return to work date.

## **ADDING NEW CHILD TO BENEFITS**

If you wish to add your new child to your benefits, you will need to submit a Life Event in Employee Self Service (ESS) within thirty (30) days of the birth/adoption date. Once approved, you’ll be able to enroll your child. Please note that you will need to provide your child’s social security number to the Benefits Team when you receive it. You will be asked to provide verification of birth/ adoption documentation through the district’s verification administrator, BMI. If you have questions, contact the Benefits Team at 614 -365-6475 or [Benefitquestions@columbus.k12.oh.us](mailto:Benefitquestions@columbus.k12.oh.us).

## **MILITARY LEAVE**

### **FMLA Military Family Leave**

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

***Military Caregiver Act:*** Effective March 8, 2013, the NDAA made amendments to the FMLA’s Military Caregiver Leave provision which:

- Provides families of eligible veterans with the same job-protected FMLA leave currently available to families of military service members.
- Enables military families to take leave for activities that arise when a service member is deployed.
- Permits eligible employees to take leave to care for certain veterans with a serious injury or illness incurred or aggravated in the line of duty while on active duty, which manifested before or after the veteran left active duty.
- Allows military caregiver leave for current service members with a serious injury or illness that existed prior to service and that was aggravated by service in the line of duty while on active duty.

*\*Restrictions when both spouses work for CCS: Spouses employed by the same employer are limited to a combined total of twelve (12) work-weeks of family leave for the birth and care for a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition; 26 work-weeks if leave is to care for a covered military service member with a serious injury or illness. Leave for birth and care, or placement for adoption*

**Military Leave Exigency:** Effective March 8, 2013, the NDAA made amendments to the FMLA's Military Exigency Leave provision which:

- Extends qualifying exigency leave to eligible employees who are family members of members of the regular armed forces, and requires that all military members to be deployed to a foreign country in order to be "covered active duty" under the FMLA.
- Defines a "Covered Veteran" as limited to: a Veteran discharged or released under conditions, other than dishonorable, five years prior to the date the employee's military caregiver leave begins.
- Creates a flexible definition for serious injury or illness of a covered veteran that includes four alternatives, only one of which must be met.
- Permits eligible employees to obtain certification of a service member's serious injury or illness (both current service members and veterans) from any health care provider as defined in the FMLA regulations, not only those affiliated with the DOD, VA, or TRICARE networks (as was permitted under the 2009 regulations) Rest and Recuperation (R&R) Leave.
- Increases the amount of time an employee may take for qualifying exigency leave related to the military member's R&R leave from five (5) days to up to 15 days.
- Creates a new provision for Parental Care Qualifying Exigency Leave: An eligible employee may take qualifying exigency leave to care for the parent of a military member when the parent is incapable of self-care and the need for leave arises out of the military member's covered active duty or call to covered active duty status.

### **Regular Military Leave**

**Paid:** There are 22 allowable days of paid military leave (Oct. 1 to Sept. 30) per calendar year.

**Unpaid:** In accordance with Section 3319.14 & 5923.05 of the Ohio Revised Code, leave of absence without pay shall be granted to anyone

who is inducted, called to active duty or who enlists for military duty with any branch of the United States Armed Forces. Employee must notify their administrator/supervisor of the absence as soon as possible prior to the date of the requested absence. A copy of the employee's official military orders must be submitted as soon as possible to Broadspire for processing.

- Contact Broadspire and submit a copy of the military order, as soon as possible.
- Broadspire will inform the CCS leaves team of the leave. The CCS leaves team will enter the leave into Red Rover if the position requires a substitute.

If you are on a long-term military leave and are anticipating returning to work, you must request termination of the leave, in writing, **at least thirty (30) days prior** to the return to work date.

### **ASSAULT LEAVE**

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

Up to forty (40) days of assault leave may be approved by Human Resources for an absence due to injury resulting from a physical assault which occurs on district property, or which occurs off district property, in connection with the performance of assigned duties, subject to the following stipulations:

- Conduct was within the bounds of general standards of professional behavior.
- The immediate supervisor or other appropriate administrator is notified as soon as possible after the occurrence.

#### **To apply for Assault Leave, you will need to:**

- Complete an incident report via PublicSchoolWorks: [CCSOH.US](http://CCSOH.US) > [Departments](#) > [Human Resources](#) > [Workplace Injury Reporting](#)
- Contact Broadspire, request Assault Leave and submit a medical statement describing the nature and duration of the resulting disability and the necessity of absence from regular employment to Broadspire. (Findings are subject to review by the CCS Board physician.)

In the event that these conditions are satisfied, you may be awarded up to forty (40) days of absence resulting from such occurrence. The absences will not be deducted from the employee's accumulated sick leave, personal leave or vacation leave. Please note that Assault Leave runs concurrently with FMLA leave.

## WORK-RELATED INJURIES

If you are injured at work, you are required to complete a **Workplace Injury/Illness Report via Public School Works**, regardless of whether the injury results in receiving medical attention or not.

## WORKERS' COMPENSATION

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

**Absence Due To Work-Related Injury:** If a Work-Related Injury claim is identified as "lost time" with the Bureau of Workers' Compensation (BWC), and you need to take time off as a result of the initial injury, you will need to contact Broadspire to request a leave of absence and provide medical documentation to certify your absence from work.

If a work-related injury results in an absence of seven (7) or fewer days, sick or vacation leave can be used. Injuries resulting in leaves of eight (8) or more days are subject to BWC rules. Contact your BWC Claims Representative at 1-800-644-6292 for additional information.

If your work-injury absence exceeds eight (8) or more work days, you have two options for pay:

- Go unpaid from CCS and receive compensation reimbursement from the BWC directly or;
- Remain in paid status, using your available leave balances (sick, vacation, personal)

**If your work injury related leave exceeds eight (8) or more days, Please contact the CCS Leaves Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791 to let them know which pay option you will choose.**

**NOTE:** The BWC does not pay an employee for lost wages if you choose to use sick time during

your leave. However, CCS does offer a "**Sick Leave Buy-Back Program**" as a form of a wage agreement. The "Sick Leave Buy-Back Program" can be used by an employee to be reimbursed for SOME of the sick leave they used while out on a Workers' Compensation-approved leave. **Your intent to be reimbursed for this time MUST BE IDENTIFIED AT THE BEGINNING of the leave. Failure to complete this process will result in being ineligible for this reimbursement.**

Please note that Workers' Compensation Leave runs concurrently with FMLA leave.

**Notes for Supervisor/Principal:** An injured employee's supervisor/principal will receive a notification link from Public School Works via email when an employee reports an injury. The supervisor is responsible for thoroughly completing their portion of the injury report as part of an injury investigation. Supervisors are expected to validate the incident by:

- Reviewing the location and scene of the injury.
- Investigate the contributing factors and interview any potential witnesses.
- Determine if the injury was a result of unsafe acts and/or unsafe conditions.
- Recommend and identify the actions that were taken to prevent similar incidents.

# LEAVE INFORMATION FOR ADMINISTRATORS AND CERTIFIED EMPLOYEES

## FAMILY SICK LEAVE - PAID

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

All provisions of FMLA apply to employees taking leave for an eligible family member (see p. 5). Requests for absence due to illness of an immediate family member must be accompanied by a statement from the patient's physician which:

- Sets forth the relationship of the patient to the employee.
- States the nature of the patient's illness/disability.
- Explains the need for the absence of the employee.

**"Immediate Family Member"** is defined as: father, mother, brother, sister, son, daughter, husband or wife of the employee; and, if they resides in the home of the employee, the stepson, stepdaughter, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, legal guardian or foster or stepparents, or any person living in the home to whom the employee becomes the primary caregiver. A physician must certify the primary caregiver.

**Returning from Leave Due to Illness of Immediate Family Member:** The employee will provide Broadspire with notice at least three (3) days prior to returning to work when leave was

granted due to illness of a family member. *The employee will NOT need a release from their physician .*

## UNPAID SICK LEAVE (For Self)

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

All provisions of the FMLA apply to employees who take leave for their own serious medical condition. A disability period exceeding an employee's accumulated sick leave balance, or when the employee's absence exceeds the medically certified need by the physician (as could be the case in maternity/paternity/adoption leave), may result in an employee being placed on unpaid leave of absence status. Once the physician medically releases an employee to return to work, an employee may use personal time for any additional time, or it will be unpaid, regardless of sick leave balances. **The employee will not receive pay for a paid holiday if in an unpaid status before and/or after a paid holiday.**

If an employee anticipates exceeding their accumulated sick leave, or if an employee plans to take additional unpaid leave once released by the physician (e.g. maternity/paternity/adoption leave), please indicate this to Broadspire.

An employee who has the option to use available personal leave will need to let Broadspire know this when applying for unpaid leave.

### SICK LEAVE – UNPAID IMPORTANT BENEFIT INFORMATION

When an employee is in unpaid status, the employee should contact the Employee Benefits Department regarding the continuation of his/her company sponsored benefits. The employee is responsible for making the monthly premiums (both employer and employee contributions) while they are in an unpaid status without FMLA designation. **Lack of payment will result in termination of benefits.**

## PAID FAMILY & PARENTAL LEAVE (CEA ONLY)

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

Parents of newborns or adopted children are eligible for a new paid family and parental leave benefit.

To be eligible, an you must be considered a full-time teacher as established in the CEA Collective Bargaining Agreement.

This leave will run concurrently with FMLA if the employee meets FMLA eligibility requirements.

The following will be granted for absences related to the birth, adoption, or foster placement for purposes of adoption of a child as follows:

### **Birth or Adoptive Foster Parent:**

For the initial ten (10) days of leave, you may use accrued sick leave or take unpaid leave.

For the next twenty (20) days of leave, you will be paid at 70% of your regular pay. You may supplement your pay, up to 100%, during the twenty (20) days by using accrued sick or personal leave

### **Non-Birth Parent:**

For the initial ten (10) days of leave, you may use accrued sick leave or take unpaid leave.

For the next five (5) days of leave, you will be paid at 70% of your regular pay. You may supplement your pay, up to 100%, during the five (5) days by using accrued sick or personal leave.

If you have any questions regarding this benefit, Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791.

## CATASTROPHIC LEAVE (SICK LEAVE DONATION)

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

You may qualify for donated sick leave due to "catastrophic" illness or injury if your accumulated

sick, personal, and vacation leave balances have been exhausted. **Donated days do not change the fact that an employee will be boarded for an unpaid leave of absence once the individual's sick leave is exhausted.** The employee will still need to complete an application and provide medical documentation through Broadspire. For specific questions regarding the details of Catastrophic Leave, contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791.

## JURY DUTY LEAVE

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

Upon written request, you will be eligible for Jury Duty Leave for the number of days or partial days needed to accept jury duty. The absence will be entered into Red Rover/Kronos by the CCS Leaves of Absence team, and a substitute will be requested if applicable.

The request from the court must be sent to the CCS Leaves of absence team by emailing it to [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or faxed to 614-365-4044, prior to the start date of jury duty.

The request must include: Your name, employee identification number, work location, and supervisor.

You will be paid your regular salary for the number of days of jury service. Any funds received for jury service must be submitted into CCS Payroll. Contact the Payroll department at 614-365-6400 or [payroll@columbus.k12.oh.us](mailto:payroll@columbus.k12.oh.us) regarding submitting payment for jury duty.

## SUBPOENAS

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

If you receive a subpoena pertaining to district business, you will receive paid time off. A copy of the school or work-related subpoena needs to be submitted to the CCS Leaves Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us)

## RELIGIOUS LEAVE

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

You may be eligible to be absent with pay on a day identified as a religious holiday by a duly-constituted, religious body. The religious body must establish that, in order to properly observe the religious holiday, no work should be performed on the holiday and must substantiate that you are an active member of the religious body.

To apply for the Religious Holiday, you will need to submit a written request to the Leave of Absence team at least five (5) school days prior to the holiday for certificated employees, or at least ten (10) school days prior to the holiday for classified employees. Requests should include your name, employee identification number, work location, the requested holiday, and date of requested holiday.

A maximum of three (3) days can be approved per the school year. (The days shall not be deducted from any other leave.)

The CCS Leaves of absence team will enter your approved religious leave of absence into the appropriate absence system and a substitute will be requested if applicable.

You will receive a letter from the CCS Leaves of Absence team to acknowledge receipt of the request. It is your responsibility to follow the guidelines set forth in the letter.

## EXCHANGE TEACHING LEAVE

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

An employee on a regular teacher's contract shall be eligible for leave of absence for a period of one (1) full semester, or one (1) full year, beginning with the opening of the semester or year.

For this type of leave of absence, employees should submit a written request, to the Superintendent via Human Resources at least two (2) months prior to the beginning of such

leave.

Termination of such a leave of absence shall be by the employee's written request to the superintendent via Human Resources not less than one hundred twenty (120) days prior to the time that the teacher expects to return to work.

## SABBATICAL LEAVE

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

Upon written application, made no later than March 1 of any school year, and with the approval of the Superintendent and the Board of Education, no more than fifteen (15) teachers shall be granted sabbatical leave for the following school year.

## NATIONAL SERVICE LEAVE

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

An employee on a regular teacher's contract shall be eligible for leave of absence without pay for a period of one (1) full semester or one (1) full year, beginning with the opening of the semester or year, for national service programs (Peace Corps and VISTA). The employee should submit a written request to the Superintendent via Human Resources, no later than two (2) months prior to the beginning of the requested leave period.

Termination of a national service leave shall be by written request not less than one hundred twenty (120) days prior to the time that the employee expects to return to work. Upon return from national service leave, the employee shall submit official evidence of their Peace Corps or VISTA service to Human Resources.

## PROFESSIONAL STUDY OR TRAVEL LEAVE

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

An unpaid leave of absence for professional study or travel may be granted on the basis of either one (1) full semester or one (1) full year.

To apply, the employee must submit a written request, addressed to the superintendent via Human Resource, at least sixty (60) days in advance.

**Leave of Absence for Professional Study:** The employee must outline, in writing, the program of study to be pursued. Such program shall, in general, include a full college load or its equivalent. Superintendent recommends approval only if the program of study is of such a nature as to contribute directly to improved educational conditions in the Columbus City Schools.

**Leave of Absence for Travel:** The employee must request in writing, and outline in detail, the scope or nature of the travel. The application must show clearly how the travel will contribute directly to improved classroom instruction, and the reasons why such travel cannot be accomplished when school is not in session. Termination of such a professional study or travel shall be made by written request to The Superintendent via Human Resources, not less than one hundred twenty (120) days prior to the time that the employee expects to return to work.

## SPECIAL LEAVES

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

**(Section 702.06 CEA Agreement):** In order to accommodate special and clearly defined needs of the Columbus City School District, the superintendent may recommend that the Columbus Board of Education grant a leave of absence, without pay, to an employee.

- A written request for such leave must be submitted to Human Resources.
- Such a leave of absence shall be for a period of up to one (1) full school year. Extension shall be subject to the recommendation of the Superintendent and the approval of the Board of Education.
- Termination of such leave shall be requested in writing, addressed to the Superintendent, and sent to Human Resource Administration.

## SPECIAL LEAVES WITHOUT PUBLICALLY STATED REASONS

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

**(Section 702.07 CEA Agreement):** The superintendent may grant requests for a special leave without the reasons being stated in writing.

- A written request for such leave must be submitted to Human Resources.
- Such leave cannot exceed one (1) school year and will be without pay.
- The superintendent can establish terms and conditions of an employee's return.

# LEAVE INFORMATION FOR CLASSIFIED EMPLOYEES

## FAMILY SICK LEAVE - PAID

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

All provisions of FMLA apply to an employee taking leave of absence for an eligible family member. Requests for absence due to illness of your immediate family member must be accompanied by a statement from your family member's physician which:

- Sets forth the relationship of the patient to the employee.
- States the nature of the patient's illness/disability.
- Explains the need for the absence of the employee.

**"Immediate Family Member"** is defined as: father, mother, brother, sister, son, daughter, husband or wife of the employee; and, if he/she resides in your home, the stepson, stepdaughter, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, legal guardian or foster or stepparents, or any person living in your home and you become the primary caregiver. A physician must certify you as the primary caregiver.

If the absence exceeds ten (10) consecutive days for classified supervisors or fifteen (15) consecutive days for classified employees, the medical documentation should be forwarded to Broadspire.

## UNPAID SICK LEAVE (For Self)

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

A disability period that exhausts your accumulated sick leave balance, or when your absence exceeds the medically certified need by your physician (as could be the case in maternity/paternity/adoption leave), may result in being placed in an unpaid leave of absence status.

Once your physician releases an employee to return to work, any additional time taken is not able to be taken from your sick leave balance. **Please note that you will not receive pay for a paid holiday if you are in an unpaid status before and/or after a paid holiday.**

If you anticipate exceeding your accumulated sick leave, or if you plan to take additional unpaid leave once released by your physician (e.g. maternity/paternity/adoption leave), please advise Broadspire of the date you would like this leave to begin.

## EDUCATIONAL LEAVE

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

Employees will be granted one (1) unpaid educational leave of absence for student teaching. This request must be made to Human Resources not less than sixty (60) days prior to the beginning of the leave and must state the expected date of return. You must submit the necessary paperwork from the school showing the start and end dates of your student teaching assignment.

### SICK LEAVE – UNPAID IMPORTANT BENEFIT INFORMATION

When an employee is in unpaid status, the employee should contact the Employee Benefits Department regarding the continuation of his/her company sponsored benefits. The employee is responsible for making the monthly premiums (both employer and employee contributions) while they are in an unpaid status without FMLA designation. **Lack of payment will result in termination of benefits.**



## UNION LEAVE

Contact the CCS Leaves of Absence Team at [leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us) or 614-365-6791

The Board shall authorize a pool of up to a total of 180 days with pay per fiscal year for use by members of the bargaining unit who are elected to represent the union, or who are chosen to represent the union in any official capacity for union business. This leaves of absence will be granted upon written application from the President of CSEA, made not less than five (5) working days in advance, to Human Resources. In no event shall more than two (2) employees be granted such a paid leave on the same day, from any classification with thirty (30) or less.

Additionally, if requested by the President of CSEA, employees who are officers on the state or district level may be granted leave without pay for union business, provided the union reimburses the Board for the employees' wages, and such absence does not interfere with the efficient operation of any department or working unit. Such requests must be submitted in writing, no less than five (5) working days in advance, to Human Resources. It is anticipated by the parties that these requests generally be reserved for special circumstances. *(Section 4.8 of the Agreement between Columbus School Employees Association and Columbus Board of Education)*

## ADOPTION LEAVE — PAID\*

Contact Broadspire at 888-578-8561 or visit [www.myleavetech.com](http://www.myleavetech.com)

All provisions of FMLA apply to the adoption of a child. Classified employees can use sick leave for the purpose of adoption, however, they fall under the parameters of FMLA (refer to Section 16.5 of the CSEA Agreement).



# FREQUENTLY ASKED QUESTIONS

## ADOPTION LEAVE (PAID)

**Q: I will need to travel out-of-country to adopt. Will I be allowed more paid time?**

*A: You may use up to thirty (30) days of your sick leave for out-of-country adoption.*

## FAMILY MEDICAL LEAVE

**Q: What family and medical situations would deem me eligible for family medical leave?**

*A: Birth of your child; placement of a child with you for adoption or foster care; to care for your spouse, child or parent having a serious health condition; a serious health condition that makes you unable to perform your job; or certain qualifying Military exigencies.*

**Q: Will I be paid while I am on a family medical leave?**

*A: You will be paid if your absence is due to medical reasons, provided you do not exhaust your sick leave and/or personal leave balances prior to or during the period of time your physician certifies your need to be off work.*

**Q: How is my accrued time applied to cover a leave?**

*A: In the event of FMLA leave, medical leave, or intermittent FMLA, your accrued time will be processed in the following order until all available time is exhausted: sick time, personal time, vacation time.*

**Q: When will I get a paycheck after I return from family medical leave?**

*A: The payday after you return, if you remain in a paid status during your absence. You will need to contact the Payroll Office at 614-365-6400 if you go into an unpaid status during your absence; if you go into an unpaid status and are on stretch pay (26 pays), this could affect your pay status for the remainder of the school year.*

**Q: Will I be paid for holidays when I am on Family Medical Leave?**

*A: If you are in a paid status the day before a paid holiday, as well as the day after, you will be paid for that holiday.*

**Q: Who pays the insurance premium while on Family Medical Leave?**

*A: You pay the employee portion as long as you are in paid status. When in an unpaid status, you will need to contact the Benefits Department to continue coverage. Lack of payment will result in termination of benefits. For further details, contact the Benefits Office at 614-365-6475.*

## ILL HEALTH LEAVE

**Q: When will I receive a paycheck after I return from ill health leave?**

*A: You will need to contact the Payroll Office at 614-365-6400*

**Q: Will I be paid for holidays while on ill health leave?**

*A: You must be in a paid status the day before and the day after a paid holiday to be paid for the holiday.*

**Q: Who pays the insurance premium while on I am on ill health leave?**

*A: If you are in unpaid status and without FMLA designation, you will be responsible for the whole premium (employee and employer portion). Lack of payment will result in termination of benefits. If you are on FMLA, you will pay the employee's portion only. For questions contact the CCS Benefits Team at [Benefitquestions@columbus.k12.oh.us](mailto:Benefitquestions@columbus.k12.oh.us) or 614-365-6475.*

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## **LEAVES OF ABSENCE TEAM**

**3700 South High Street**

**Columbus, OH 43207**

**614-365-6791**

**[leavesofabsence@columbus.k12.oh.us](mailto:leavesofabsence@columbus.k12.oh.us)**

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regards to admission, access, treatment or employment. This policy is applicable in all district programs and activities.