

2018/2019

Columbus City Schools

Office of Human Resources Administration

Administrators, Certificated Staff, Classified
Employees and Classified Supervisors Leave of
Absence Handbook



COLUMBUS
CITY SCHOOLS

—MISSION: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.
Human Resources Administration



This document contains important Leave of Absence information. Please read thoroughly as failure to comply may result in loss of pay, delay in returning from leave, and/or disciplinary action.

Leave Administration:
Administrators and Certificated Employees:
Phone: 614-365-5881/Fax: 614-365-4044

Classified Employees and Classified Supervisors:
Phone: 614-365-6791/Fax: 614-365-4044
***Jury duty, association and religious holiday leaves**

Please email us at
Leavesofabsence@columbus.k12.oh.us
For faster response

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 regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

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FREQUENTLY ASKED QUESTIONS & ANSWERS

WHEN MUST YOU APPLY FOR A MEDICAL LEAVE?

Administrators and Certificated Employees: The "Application for Leave" form must be completed and submitted along with medical and/or other requested documentation if:

- The estimated duration of the absence is expected to be for more than ten (10) consecutive days. Forms and documents must be submitted to Human Resources no later than the 10th day of the absence.

Classified Employees: The "Application for Leave" form must be completed and submitted along with medical and/or other requested documentation if:

- The estimated duration of the absence is expected to be fifteen (15) or more consecutive work days, or if the absence has been continuous for such a period. Forms are due in Human Resources fifteen (15) days prior to the expected first day of the absence or no later than the 20th day of a continuous absence in cases where the absence could not be anticipated.

Classified Supervisors: The "Application for Leave" form must be completed and submitted along with medical and/or other requested documentation if:

- The estimated duration of the absence is expected to be for more than ten (10) consecutive days. Forms and documents must be submitted to Human Resources no later than the 10th day of the absence.

HOW LEAVE FORMS MAY BE OBTAINED

All forms are available on the CCS Internet under the Human Resources/Employment Information/HR Administration section.

Completed Leave Forms must be submitted via email at leavesofabsence@columbus.k12.oh.us or via fax at (614) 365-4044.

LEAVE OF ABSENCE CONTACTS

Administrators and Certificated Employees:

Phone: 614-365-5881/Fax: 614-365-4044

Classified Employees and Classified Supervisors:*

Phone: 614-365-6791/Fax: 614-365-4044

***All jury duty, association and religious holiday leaves**

leavesofabsence@columbus.k12.oh.us or via fax at (614) 365-4044.

Health Services: 430 Cleveland Avenue, Suite 121A, 614-365-5824

Substitute coverage during extended absences: Whoever normally arranges for a substitute (the employee, the principal, etc.) would do so during the extended absence. Please contact Substitute Employee Management Services (SEMS) at (614) 365-5833 with concerns regarding arranging for a substitute.

Leave Balances, Benefits, and Worker's Compensation: Sick leave balance information may be obtained from the Payroll Office at (614) 365-6440. Information regarding benefits such as health insurance, worker's compensation, etc. may be obtained by contacting the Benefits Office at (614) 365-6475.

Sick Leave Donation ("Catastrophic"): An employee may qualify for donated sick leave due to "catastrophic" illness or injury, if accumulated sick and personal leave balances have been exhausted. To obtain information regarding this benefit, contact Human Resources Administration: (614) 365-5881 for Administrator/Certificated applicants; (614)365-6791 for Classified/Classified Supervisors. **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.** An employee will still need to complete the **Application for Leave** and provide medical documentation.

SUPERVISORS' RESPONSIBILITIES FOR EMPLOYEES ON MEDICAL LEAVE

Certificated/Administrative Employees: In the event the estimated duration of the absence is expected to be continuous for a period in excess of two weeks (10 days), or when an absence has been continuous for such a period, the teacher/administrator shall advise the administration of the estimated duration of disability by submitting the designated form to Human Resources by the tenth (10) day of absence and include a physician's statement. **Please notify Human Resources Administration if the employee has been absent long term and you have not been notified that the employee is on a leave of absence.**

Classified Employees/Classified Supervisors: In the event the estimated duration of the absence is expected to extend over a period of fifteen (15) or more consecutive days for Classified Employees or over ten (10) or more consecutive days for Classified Supervisors, or when an absence has been continuous for such a period, the employee shall notify the administration of the estimated duration of absence by submitting the designated form to Human Resources. Classified Employees must submit the form by fifteen (15) days prior to the expected first day of absence when such day can be anticipated or not later than the 20th day of the continuous absence; Classified Supervisors must submit the form by the 10th day of the continuous absence in cases where the absence could not be anticipated. **Please notify Human Resources Administration if the employee has been absent long term and you have not been notified that the employee is on a leave of absence.**

For All Employees:

Absence sheets

- For anyone not on SEMS or Kronos, the Report of Employee Absence forms are submitted weekly to Payroll. You do not need to wait for the employee to sign.
- For employees who use SEMS, absence forms are completed weekly and kept on site.
- For employees using Kronos, absence forms are no longer completed.
- **Administrators are required to complete the *Report of Employee Absence Form* for all absences. These completed forms should be signed by the supervisor and submitted within three (3) days of the absence to Payroll for processing.**
- Keep in mind that all leaves of absence are deducted from the employee's leave balance for any period the employee is absent from work due to illness or disability. When an employee's absence has been medically certified to extend beyond the employee's sick leave balance, that employee may opt to use part or all available personal leave and/or vacation (when applicable). In the event of a leave of absence, the employee's accrued time will be processed in the following order until all available time is exhausted: sick time, personal time, vacation time.
- Employees may only use sick leave for the medically certified portion of the leave. Any additional leave will be unpaid (e.g., extended unpaid maternity, paternity or adoption leave) regardless of the available sick leave balance.
- Physician's statements received in the department or school should be forwarded to Human Resources Administration to the attention of the leaves of absence team.
- An employee cannot return to work without being assessed as "Cleared and Fit for Duty" by the Board Physician when on medical leave for him/herself.
- The employee must give advanced written notice to HR when returning from medical leave for a family member.

(Continued on next page)

- Please contact Human Resources immediately if an employee returns to work without a copy of the release slip from Health Services. If the employee has the original pink release slip from Health Services, they need to report to Human Resources with the original release slip before returning to work.

INFORMATION FOR SUPERVISORS AND SECRETARIES REGARDING EMPLOYEES ON MEDICAL LEAVE

Returning from Leave

1. An employee returning from an extended paid or unpaid medical leave for his/her own medical condition must take the original statement from his/her physician to the board physician in Health Services. The physician’s release must state that the employee may return to work with no restrictions and include the date that the employee may return to work. Health Services will provide a pink release slip, along with a photocopy of the physician’s release, to the employee to hand-carry to Human Resources Administration at the CEC building, 270 E. State Street.
2. Written notification from the employee of his/her intent to return to work must be provided to Human Resources at least three (3) days in advance if returning from paid leave, and thirty (30) days in advance if returning from unpaid leave.
3. If an employee returns to work from a medical leave for him/herself without a copy of the release from Health Services, please contact Human Resources immediately.
4. An employee who has been off work for a family member does not need to be cleared through Health Services, but must provide to Human Resources at least a three (3) day written notice of his/her intent to return to work from a paid leave, and a thirty (30) day notice to return from an unpaid leave.
5. **Fitness for Duty:** Employee may be asked to be cleared through Health Services if undergoing a surgery to determine “Fitness for Duty,” regardless of the number of days the employee misses work.

The return to work release date must be within 14 days of the exam from personal Health Care Provider. **PLEASE CALL 365-5824 TO SCHEDULE AN APPOINTMENT WITH HEALTH SERVICES PRIOR TO RETURNING TO WORK.**

Health Services Board Physician & Location

Dr. Sheryl Stephens
430 Cleveland Avenue, Suite 121A
Telephone: (614) 365-5824 Fax: (614)365-6429

Available Hours

Mondays: 1:00 to 3:00 p.m.
Tuesdays: 8:00 to 11:30 a.m.
Thursdays: 1:00 to 4:30 p.m.
Fridays: 8:00 to 11:30 a.m.

REPORTING FAMILY MEDICAL LEAVE ACT (FMLA) ABSENCES - NEW PROCEDURE -

Employees Using SEMS: All Certificated staff and all Classified staff (with the exception of employees not in SEMS, such as school psychologists, bus drivers, food services, custodians, truck drivers, etc.) must report their absences into SEMS, and should select FMLA (12) as the reason ONLY if they have been notified that the FMLA has been approved. Employees will either report their absences into SEMS personally, or call the principal/supervisor/designee as previously instructed by the principal/supervisor. Employees using SEMS must also document their absences on the **Report of Employee Absence** form which is kept on site. **The form must be completed within three (3) days of the employee's return to work per the Collective Bargaining Agreement (CBA).**

Employees Using Kronos: Employees are to notify their supervisors with their proper call-off procedures so the absence can be entered into Kronos. When an employee calls off, the employee must designate that he/she is using FMLA. Employees cannot call off using FMLA unless approved through HR Administration. If this is not done properly, the employee may be charged "excused, unpaid" or "unexcused, unpaid".

DOCUMENTING FMLA ABSENCES

1. For employees not on SEMS or Kronos, Absence Sheets are submitted weekly to Payroll. You do not need to wait for the employee to sign.
2. The employee should indicate "Family Medical Act" (FMLA) on the absence form once approved for long-term or intermittent "Family Medical Leave". The **Report of Employee Absence** form is located on the CCS Internet under the Payroll section.
3. Both the employee and principal/supervisor should sign the absence form, and make two (2) copies - one (1) for the employee and one (1) for the building/department. For auditing purposes, the building/department is responsible for storing the form if absences are reported through SEMS. If not on SEMS, the absence form should be forwarded to Payroll.
4. Supervisors/principals/designees: Please be sure that absence sheets are turned in to Payroll weekly when an employee is absent, until advised otherwise by the Payroll Department, and retain the employee's copy for the employee until his/her return.
5. It is the responsibility of the employee's supervisor or his/her designee to ensure that the **Report of Employee Absence Forms** submitted are consistent with FMLA codes used in SEMS.
6. **Any medical documentation related to an employee's absence is to be forwarded directly to Human Resources Administration and not to be kept in the department or school location.**
7. **Administrators are required to complete the Report of Employee Absence Form for all absences. These completed forms are to be signed by the supervisor and submitted within three (3) days of the absence to Payroll for processing.**

Leave of Absence Information For All Employees

ADDING YOUR NEWBORN TO BENEFITS

If you wish to add the new baby to your benefits, you will need to provide verification of birth documentation and complete the Benefits Enrollment/Change Form within 30 days of the birth of your child. You will need to provide the baby's social security number to the Benefits Department when you receive this documentation. If you have questions, contact the Benefits Department at 365-6475.

ADOPTION LEAVE — PAID*

All provisions of FMLA apply to employees adopting a child. Certificated and Administrative employees may be paid for up to twenty (20) days of accumulated sick leave at the time of the actual adoption, and up to thirty (30) days of accumulated sick leave if travel outside the country is necessary for the adoption. Documentation from the agency, court or other legal body must be submitted to Human Resources in order to use sick leave for this purpose. 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).

ADOPTION LEAVE — UNPAID*

All provisions of FMLA and the contract apply to employees adopting a child. An employee may qualify for an unpaid adoption leave of absence. 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 Human Resources at least thirty (30) days prior to the anticipated date the employee plans to return to work.

ASSAULT LEAVE

Up to forty (40) days of assault leave *may* be approved by the Director of HR Administration for an absence due to injury resulting from a **physical assault** on an employee which occurs on Board premises, or which occurs off Board premises in connection with the performance of assigned duties, subject to the following stipulations:

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

The employee will need to:

1. Complete an **incident report** at the worksite.
2. Submit the **Application for Leave** form to Human Resources.
3. Submit a physician's statement describing the nature and duration of the resulting disability and the necessity of absence from regular employment (the findings subject to review by the Board physician.)
4. Please review the instructions from the **Returning from Leave** section on page 4 of this document.

In the event that the foregoing conditions are satisfied, the employee may be awarded **up to** forty (40) days of absence resulting from such occurrence. The absences shall not be deducted from the employee's accumulated sick leave, personal leave or vacation leave.

FAMILY MEDICAL LEAVE ACT OF 1993 (Requires approval from Human Resources)

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 employee’s leave balances and the medical care provider’s recommended period of absence. ***In the event of a leave of absence for FMLA, intermittent FMLA, or medical leave, the employee’s 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 leave under the FMLA provisions, the employee’s medical care provider must complete the “**U.S. Department of Labor Certification of Health Provider**” form, or write a statement for the employee containing the information specified in the Medical Documentation section (see page 12) of this booklet.

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, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee 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—is 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—is an absence as a result of a serious health condition, as defined under the FMLA. Approval from Human Resources is required for use of paid time to cover approved family medical leave.

To be eligible for FMLA:

- Employee must be employed for at least one year (Substitute employment is not considered permanent employment).
- Employee must have worked at least 1,250 hours within the previous 12-month period.
- Employee must obtain approval from Human Resources.

FMLA INFORMATION FOR SUPERVISORS AND SECRETARIES REGARDING EMPLOYEES ON MEDICAL LEAVE

Reporting FMLA Absences – New Procedure

Employees Using SEMS: All Certificated staff and all Classified staff (with the exception of employees not in SEMS, such as school psychologists, bus drivers, food services, custodians, truck drivers, etc.) must report their absences into SEMS, and should select FMLA (12) as the reason ONLY if they have been notified that the FMLA has been approved. Employees will either report their absences into SEMS personally, or call the principal/supervisor/designee as previously instructed by the principal/supervisor. Employees using SEMS must also document their absences on the *Report of Employee Absence* form which is kept on site. ***The form must be completed within three (3) days of the employee's return to work per the Collective Bargaining Agreement (CBA).***

Employees Using Kronos: Employees are to notify their supervisors with their proper call-off procedures so the absence can be entered into Kronos. When an employee calls off, the employee must designate that he/she is using FMLA. Employees cannot call off using FMLA unless approved through HR Administration. If this is not done properly, the employee may be charged “excused, unpaid” or “unexcused, unpaid”.

DOCUMENTING FMLA ABSENCES

1. For employees not on SEMS or Kronos, the Report of Employee Absence forms are submitted weekly to Payroll. You do not need to wait for the employee to sign.
2. The employee should indicate “Family Medical Leave Act (FMLA)” on the absence form once approved for long-term or intermittent “family medical leave”. The ***Report of Employee Absence*** form is located on the CCS Internet under the Payroll section.
3. Both the employee and principal/supervisor should sign the absence form, and make two (2) copies - one for the employee and one for the building/department. For auditing purposes, the building/department is responsible for storing the form if absences are reported through SEMS. If not on SEMS, the absence form should be forwarded to Payroll.
4. Supervisors/Principals/Designees: Please be sure that absence sheets are turned in to Payroll weekly when an employee is absent, until advised otherwise by the Payroll Department, and retain the employee's copy for the employee until his/her return.
5. It is the responsibility of the employee's supervisor or his/her designee to ensure that the ***Report of Employee Absence*** forms submitted are consistent with FMLA codes used in SEMS.
6. **Any medical documentation related to an employee's absence is to be forwarded directly to Human Resources Administration and not to be kept in the department or school location.**
7. **Administrators are required to complete the *Report of Employee Absence form* for all absences. These completed forms are to be signed by the supervisor and submitted within three (3) days of the absence to Payroll for processing.**

JURY DUTY

Upon written request, an employee shall be eligible for leave for the number of days or partial days needed to accept jury duty. The absence will be entered into SEMS by Human Resources, and a substitute will be requested if applicable.

The request from the court must be sent to Human Resources, or faxed at 365-4044, prior to the start date of jury duty.

The request must include:

- Employee's name
- Employee's identification number
- Employee's work location
- Employee's supervisor

The employee will receive a letter from the Director of Human Resources Administration to acknowledge receipt of the request. The employee must follow the guidelines set forth in the letter.

When jury duty has been completed, employee must report to work as usual and report his/her absences on the Employee Absence Form. The employee shall be paid his/her regular salary for the number of days of jury service. Any funds received for jury service must be turned into Payroll.

Contact the Payroll department at 614-365-6703 regarding payment for jury duty.

LEAVE WITHOUT PAY

An employee may be granted a short-term leave without pay with prior approval from his/her administrator/supervisor and subject to approval from the Director of Human Resources Administration.

1. The employee must notify his/her administrator/supervisor and submit a written request to the Human Resources Administration ten (10) days prior to the expected date of the absence. The request should include employee's name, employee's identification number, work location, requested dates of leave and the reason for the request.
2. An employee must use his/her personal leave before leave without pay can be approved.
3. The employee will receive a letter from the Director of Human Resources Administration to acknowledge approval/disapproval of the request.
4. Employees are encouraged to apply for leave before making any plans for time off during the school year, as these requests are only granted for unusual circumstances.

MATERNITY LEAVE/PATERNITY LEAVE*

MATERNITY LEAVE*

All provisions of FMLA and the 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, 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 are all considered part of the medically certified duration of time. Days are not deducted from the employee's sick leave balance for these periods, or for holidays or dates designated as "calamity days". Any time taken after an employee has been medically released by his/her physician cannot be deducted from sick leave; however, an employee can use other available leave balances.

PATERNITY LEAVE*

As with maternity leave, all the provisions of FMLA and the contract apply. In addition, use of sick leave for paternity leave is based upon physician's certification of the mother and an employee's 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. Additional medical documentation verifying the actual date of birth and estimated release date is required following delivery of the child.

***Restrictions when both spouses work for CCS: Spouses employed by the same employer are limited to a combined total of 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 or foster care, must conclude within 12 months of the birth or placement.**

MEDICAL DOCUMENTATION

Being paid during an extended leave of absence is contingent upon certified medical documentation and/or the employee's available leave balances.

The physician's statement must:

1. State the nature of the illness/disability
2. Include the beginning date and anticipated duration of the absence*
3. Be on physician's office letterhead and signed by the physician.

**For maternity/paternity requests, estimated date is acceptable. Additional medical documentation verifying the actual date of birth and estimated release date is required following delivery of the child.*

- Medical statements containing estimated duration or dates of absence due to ill health reasons will require periodic updates (approximately every thirty days) until definitive information becomes available regarding the employee's prognosis.
- ONLY MEDICAL CERTIFICATION FROM A LICENSED M.D., D.O., PSYCHOLOGIST OR PSYCHIATRIST IS ACCEPTABLE DOCUMENTATION.
- Only **original** medical documentation from a licensed M.D., D.O., psychologist or psychiatrist is acceptable, and must be mailed, hand-delivered or **faxed directly from the physician's office** to Human Resources Administration.
- Medical documentation, along with leave request forms, should be submitted to Human Resources **via email at leavesofabsence@columbus.k12.oh.us or via fax at (614) 365-4044.**

MILITARY LEAVE

FMLA MILITARY FAMILY LEAVE

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

- Provide families of eligible veterans with the same job-protected FMLA leave currently available to families of military service members.
- Enable military families to take leave for activities that arise when a service member is deployed.
- Permit 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.
- Allow 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.

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

- Extend qualifying exigency leave to eligible employees who are family members of members of the regular armed forces, and add the requirement for all military members to be deployed to a foreign country in order to be "covered active duty" under the FMLA.
- Define 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.
- Create a flexible definition for serious injury or illness of a covered veteran that includes four alternatives, only one of which must be met.
- Permit 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.
- Increase 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.
- Create 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.

Forms available on the [CCSOH.US Internet](#) under [Departments/Employment and Human Resources/Employee Information/HR Administration](#)

REGULAR MILITARY LEAVE

Paid: There are 22 allowable days of paid military leave 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 his/her 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 the appropriate Human Resources contact person for processing.

1. Complete an "Application for Leave" form and submit to Human Resources, along with a copy of the military order, as soon as possible.
2. Human Resources will contact SEMS to order a substitute, since special coding is required.
3. The absence will be entered into the SEMS as "personal leave" if a copy of the military order is not received in the Human Resources Office prior to the absence. When the military order is received, the absence information will be changed in the SEMS to reflect "military leave".

An employee anticipating returning to work from a long-term military leave must request termination of the leave in writing **at least thirty (30) days prior** to the return to work date.

PAID PERSONAL LEAVE

Whenever possible, employee will give the principal/supervisor twenty-four (24) hours advance notice of the request to take such a leave.

RELIGIOUS LEAVE

Eligible employees may be absent with pay on a day identified as a religious holiday by a duly-constituted, religious body, provided the religious body has established that in order to properly observe the religious holiday, no work should be performed on such day and provided that the employee is an active member of such religious body.

Employee will submit a written request for religious leave to Human Resources Administration 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. Request should include the employee's name, employee's identification number, work location, the requested holiday, and date of requested holiday.

Such absences shall not exceed three (3) days during the school year. (The days shall not be deducted from any other leave.)

Religious leave of absence into the SEMS and a substitute will be requested if applicable.

RETURNING FROM LEAVE

1. An employee returning from an extended, paid or unpaid medical leave for his/her own medical condition must take the original statement from his/her physician to the board physician in Health Services. The physician's release must state that the employee may return to work with no restrictions and include the date that the employee may return to work. Health Services will provide a pink release slip, along with a copy of the physician's release, to the employee to hand-carry to Human Resources Administration at the CEC building, 270 E. State Street.
2. Written notification from the employee of his/her intent to return to work must be provided to Human Resources at least three (3) days in advance if returning from paid leave, and thirty (30) days in advance if returning from unpaid leave.
3. If an employee returns to work from a medical leave for him/herself without a copy of the release from Health Services, please contact Human Resources immediately.
4. An employee who has been off work for a family member does not need to be cleared through Health Services, but must provide to Human Resources at least a three (3) day written notice of his/her intent to return to work from a paid leave, and a thirty (30) day notice to return from an unpaid leave.
5. **Fitness for Duty:** Employee may be asked to be cleared through Health Services if undergoing a surgery to determine "Fitness for Duty," regardless of the number of days the employee misses work.

The return to work release date must be within 14 days of the exam from personal Health Care Provider. **PLEASE CALL HEALTH SERVICES AT 365-5824 TO SCHEDULE AN APPOINTMENT PRIOR TO RETURNING TO WORK.**

Health Services Board Physician & Location

Dr. Sheryl Stephens
430 Cleveland Avenue, Suite 121A
Telephone: (614) 365-5824 Fax: (614)365-6429

Available Hours

Mondays: 1:00 to 3:00 p.m.
Tuesdays: 8:00 to 11:30 a.m.
Thursdays: 1:00 to 4:30 p.m.
Fridays: 8:00 to 11:30 a.m.

SICK LEAVE DONATION ("CATASTROPHIC")

An employee may qualify for donated sick leave due to "catastrophic" illness or injury if accumulated sick and personal leave balances have been exhausted. For information regarding this benefit, contact (614)365-5881 for [Certificated/Administrators](#) or (614) 365-6791 for [Classified/Classified Supervisors](#) in Human Resources Administration. **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 the Application for Leave and provide medical documentation.

SUBPOENAS

Only school or work-related subpoenas are covered, paid time-off, and substitute coverage is provided. A copy of the school or work-related subpoena needs to be submitted to Human Resources Administration Office (Phone: 365-6791, Fax 365-4044). You must use your personal time from your personal leave balance to cover other non-work-related subpoenas.

WORK-RELATED INJURIES

Instructions for Completing an Accident Report: All CCS employees are to complete an "Accident Report" if they are injured at work, regardless of whether the injury results in receiving medical attention or not. All accident reports are now completed online via the Accident Reporting System located on the CCS intranet main page and on the CCS Human Resources Administration page

Employee: To submit your injury report, click on the "submit an accident report" link from your district website- [www.ccssoh.us/Departments/Employment and Human Resources/Employee Information/HR Administration](http://www.ccssoh.us/Departments/Employment%20and%20Human%20Resources/Employee%20Information/HR%20Administration)

You will be prompted to enter your login credentials:

- The login credentials are the same as your Public School Works Login:
User Name: first initial of first name, added to your last name (e.g. fjamison for Fred Jamison)
Password: enter your Employee ID Number (six digit badge number)
- Next, click on **Submit Accident Report**

You will now be prompted to answer questions about your accident. Please be as detailed as possible and complete all required screens. Once all information has been entered, you will have an opportunity to review your data and submit.

Supervisor/Principal: Once the accident report has been submitted, the supervisor/principal listed will receive an e-mail notification within 24 hours. The supervisor is expected to validate the incident by reviewing the accident scene and interviewing any witnesses. In completing the response to the accident report, the supervisor is also expected to recommend and identify the actions that were taken to prevent similar incidents from occurring in the future.

When preparing to complete the Employee Injury Report:

- Review 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.
- Validate the injury report by answering all of the questions, then sign and date.
- Forward the injury report to the Employee Benefits Office.

All "Employee Injury Reports" shall be submitted online within two (2) business days of the date of the accident or injury.

If a claim is identified as “lost time” with the Bureau of Worker’s Compensation (BWC), and the employee needs to take time off as a result of the initial injury, please refer to the section on Worker’s Compensation on the next page.

WORKER’S COMPENSATION

Absence Due To Work-Related Injury: If a Work-Related Injury claim is identified as “lost time” with the Bureau of Worker’s Compensation (BWC), and the employee needs to take time off as a result of the initial injury, the employee will need to:

- Complete the “**Leave of Absence**” form and provide medical documentation to certify his/her absence from work.
- Identify pay status – The employee has two options:
 1. Go unpaid and receive compensation reimbursement from the BWC directly
OR
 2. Remain in paid status, using his/her available leave balances (personal, vacation or sick.)

NOTE: The BWC does not pay an employee for lost wages while he/she is using his/her sick time. 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 he/she used while out on a Worker’s Compensation-approved leave. Intent to be reimbursed for this time **MUST BE IDENTIFIED AT THE BEGINNING** of the leave by completing a C-18 wage agreement. The wage agreement must be signed, dated and received by BWC **within thirty days of the first payment. Failure to complete this process will result in the employee being ineligible for this reimbursement.**

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 will be subject to BWC rules. Contact your Bureau of Worker’s Compensation Claims Representative for more details.

BWC 1-800-OHIO-BWC

Please contact Human Resources regarding leave forms.

Leaves Specific to Administrators & Certificated Employees

ASSOCIATION LEAVE

The Board authorizes a pool of up to 215 days total per school year for use by members of the CEA Bargaining Unit who are elected to represent the Association, or who are chosen to serve on programs or to represent the Association in any official capacity, or for meetings, conferences or conventions attended by representatives of the Association.

No more than three (3) teachers shall be granted such leaves at the same time from any school. Teachers must submit a written request for association leave to Human Resources at least five (5) school days prior to the requested date.

The request should include teacher's name, social security number or employee identification number, work location and date of requested association leave.

EXCHANGE TEACHING LEAVE

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 such leave of absence, employee should submit the "Application for Leave" form, along with a written request, to the superintendent via Human Resources Administration 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 Administration, not less than one hundred twenty (120) days prior to the time that the teacher expects to return to work.

NATIONAL SERVICE LEAVE

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 Administration, 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 his/her Peace Corps or VISTA service to Human Resources Administration.

PROFESSIONAL STUDY OR TRAVEL LEAVE

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. For such leave of absence, employee must submit the **Leave of Absence Request Form**, along with a written request, addressed to the superintendent via Human Resource Administration, 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

RETURNING FROM UNPAID LEAVE

Certificated employees anticipating returning to work from most unpaid leaves of absence must request termination of the leave in writing **at least thirty (30) days prior** to the return to work date. See page 15 for more information on returning from leave.

SABBATICAL LEAVE

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.

An employee should submit a written request along with an **“Application for Leave”** to the Superintendent via Human Resources Administration.

SICK LEAVE DONATION (“CATASTROPHIC”)

An employee may qualify for donated sick leave due to “catastrophic” illness or injury if accumulated sick and personal leave balances have been exhausted. Contact Human Resources Administration at (614) 365-8307 for information regarding this benefit. **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.** An employee will still need to complete the Application for Leave and provide medical documentation.

SICK LEAVE — PAID

(Due to Illness of Immediate Family Member)

All provisions of FMLA apply to employees taking leave for an eligible family member (see p. 8). 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 he/she 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.

The Board/CEA Agreement requires submission of medical documentation certifying the illness of an immediate family member if an employee is absent three (3) or more days. This medical documentation should be forwarded to the Office of Human Resources Administration.

Returning from Leave Due to Illness of Immediate Family Member: The employee will provide the Office of Human Resources with written 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 the physician, nor will the employee need to be cleared by the Board Physician.

SICK LEAVE — UNPAID (Ill Health)

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.** An approved unpaid leave of absence automatically extends through the end of a school year unless permission is obtained to return earlier. Being in an extended unpaid leave for ten (10) or more consecutive days will result in an employee's position being posted.

If an employee anticipates exceeding his/her 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 the dates for the unpaid leave on the back of the "**Application for Leave**" form.

An employee also has the option to use available personal leave and will need to mark "yes" or "no" on the back of the "**Application for Leave**" form.

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. **Lack of payment will result in termination of benefits.**

Release of Position When on Unpaid Leave: Should an employee be in an unpaid leave status for ten (10) or more days during the Article 211 planning and process, the employee's position will automatically be posted and the employee will be staff reduced upon return from leave. Additionally, supervisors have the option of releasing a position anytime an employee is in an unpaid leave for ten (10) or more consecutive days.

SPECIAL LEAVES

(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.

1. The **"Leave of Absence Request"** form must be completed and submitted to Human Resources Administration.
2. 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.
3. 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

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

1. The **"Leave of Absence Request"** form must be completed and submitted to Human Resource Administration.
2. Such leave cannot exceed one (1) school year and will be without pay.
3. The superintendent can establish terms and conditions of an employee's return.



Leaves Specific To Classified Employees

EDUCATION LEAVE

Classified Staff: An employee will be granted one (1) unpaid educational leave of absence for student teaching. Such request must be made to the Director of Human Resource Administration not less than sixty (60) days prior to the beginning of such leave and must contain the expected date of return. The employee must have the necessary paperwork from the school showing the start and end dates of the student teaching assignment.

SICK LEAVE — PAID

(Due to Illness of Immediate Family Member)

All provisions of FMLA apply to an employee taking leave of absence for an eligible family member. 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 he/she 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.

The Board/OAPSE Agreement requires submission of medical documentation certifying the illness of an immediate family member if an employee is absent five (5) or more days. This medical documentation should be forwarded to the Office of Human Resource Administration.

If the absence does not exceed fifteen (15) consecutive days for classified employees or ten (10) consecutive days for classified supervisors, the medical documentation should be forwarded to Human Resources Administration, along with the **"Leave of Absence Request" form**.

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 Human Resources Administration, along with the **"Leave of Absence Request" form**.

SICK LEAVE —UNPAID (Ill Health)

A disability period exceeding an employee's accumulated sick leave balance, or when an 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 in an unpaid leave of absence status. Once the physician releases an employee to return to work, any additional time taken is not able to be taken from an individual's sick leave balance. **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 his/her 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 the dates for the unpaid leave on the back of the "Application for Leave" form.

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 he/she is in an unpaid status. **Lack of payment will result in termination of benefits.**

UNION LEAVE

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. Such 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 the Director of Human Resources Administration. 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 employees.

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 the Director of Human Resources Administration. 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)**

**FREQUENTLY
ASKED
QUESTIONS
&
ANSWERS**

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 — *You will need to contact the Payroll Office at 365-6440 to determine your pay status and if you go into an unpaid absence during your leave; if you go into an unpaid status and are on stretch pay (26 pays), this could affect your pay status and when you will receive a paycheck 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 while as you are in a FMLA paid/unpaid status. When in an unpaid status and your FMLA status ends, 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 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 365-6440.*

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, you will pay the whole premium (employee and*



Office of Human Resources Administration
Leave Administration
270 East State Street
Columbus, OH 43215