

## Medical Leave FAQ

### *I have a surgery scheduled in a couple weeks. How do I request a Medical Leave?*

A request for the medical leave must be sent to the Director of Human Resources indicating the first day of leave and expected return date. This may be done sending an email to the Director of Human Resources. A physician's statement indicating the first day out and the return date must also be sent to Human Resources.

### *I am only going to be out for 10 days. Do I really need to request a Medical Leave?*

#### Under 19 days:

If the leave is 19 days or less, this is considered a short term medical leave which does not need School Board approval. However, a request for the medical leave must be sent to the Director of Human Resources indicating the first day of leave and expected return date.

#### 20 or more days:

Medical Leaves 20 or more days in duration, require a request for the medical leave be sent to the Director of Human Resources indicating the first day of leave and expected return date and also requires School Board approval.

### *I don't have enough sick leave for my medical leave! Can I apply for LTD insurance?*

If you have LTD insurance benefits and you do not have sufficient sick leave to get you through the medical leave, you can apply for LTD insurance. If LTD insurance is approved, insurance would begin after a 30 Calendar day waiting period. The LTD insurance would provide you with 66 2/3rds of you salary for the remainder of the leave until you are able to return to work full time. You may also choose to use your remaining sick leave to supplement the insurance income by using 1/3<sup>d</sup> of a day sick leave during the time you are on LTD.

### *Can I access Sick Leave Pool to help with my Medical Leave?*

Your contract determines if you have sick leave pool available to you.

If you have been approved for LTD and you do not have sufficient sick leave for the duration of your medical leave, you may also request the use of sick leave pool for up to 1 year. To request sick leave pool you must send a request to the Director of Human Resources and the President of your Association.

### *How will my paycheck be affected by my Medical Leave?*

Once you have submitted the dates of your leave to Human Resources, your designated Human Resource Specialist will put together a spreadsheet reflecting your contract pay adjustment and send it to you. The contract adjustment is spread out between the payrolls of your first day out and the end of the year so that the hardship of reduced pay is minimized.

### *How are my benefits affected by my Medical Leave?*

Your benefits depend upon FMLA eligibility. If you are an "eligible employee" as determined by Policy #410 Family and Medical Leave Policy, your benefits will be covered up to 12 weeks (3 months) by the District. You remain responsible for any portion of your health or dental insurance that you have deducted from your paycheck. Beyond FMLA period of 12 weeks, as long as you continue to receive sick leave pay, your benefits will remain. Once FMLA leave and paid sick leave is exhausted, the district can no longer pay your medical or dental insurance and you will be offered Cobra by Corporate Health Systems.

### *What is Cobra Insurance?*

COBRA stands for the Consolidated Omnibus Budget Reconciliation Act of 1985. COBRA is the federal continuation of coverage law that requires employers to offer all employees the opportunity to continue to receive health care coverage upon the occurrence of certain events that result in the termination of their group health care coverage. Depending on the qualifying event, coverage may be continued for up to 18, 24, 29 or 36 months.