Long Term Absences Information
(Including Maternity Leave)

The district does not have specific leave for a maternity absence; it is treated as any other illness. All leave is addressed in Policies DEC (Legal), DEC (Local), DECA (Legal) and DECB (Legal) of our Board Policies, as well as in DEC Administrative Regulations.

For maternity related issues and long term medical absences, you may use any accrued leave you have in accordance with the leave policies and regulations mentioned above. The normal length of disability for maternity related issues is between six and eight weeks, depending on the delivery.

Once all accrued leave has been exhausted, and if you are still medically unable to return to work, due to a catastrophic medical condition, you may apply for up to ten days of extended leave. **This request must be made in writing on the appropriate form and be accompanied by the appropriate medical documentation from your physician indicating you are under his/her care and will be unable to perform your job functions from one date to another due to a catastrophic medical condition.** If you are eligible under extended leave, you will be paid at 50% of your daily rate as long as you are medically unable to perform your job functions due to a catastrophic related medical issue, up to a maximum of 10 days per 12-month period.

You may also be entitled to family and medical leave under the Family and Medical Leave Act. If you have worked for the District for 12 months or more, have worked at least 1250 hours in the preceding 12-month period and have a qualifying serious medical condition, you will be eligible for leave under the Family Medical Leave Act (FMLA). At SCUC ISD, this leave runs concurrent with all paid leave. If you are eligible, you will have up to twelve week’s eligibility. **FML will be in an unpaid status if you are medically unable to perform your job functions and you have exhausted all of your accrued leave and any available extended leave.** If you and your spouse both work for the district, you will have a combined total of 12 weeks per 12 month period for certain qualifying family and medical leave events, including birth or placement of a child. You will need to complete the Request for Foreseeable Family and Medical Leave form. This should be completed 30 days prior to the event. These forms are to be submitted to your supervisor, who will forward them to Human Resources.

The district does not provide any type of paid disability leave other than your accrued leave, or the Extended Leave, should you qualify. If you elect to take the disability insurance offered each year, your benefits will pay in accordance with the benefits under that contract. For specifics, you should refer to the Certificate of Insurance you received when you subscribed to the coverage. The disability coverage is completely separate from any district leave. To be eligible for benefits, you must be medically unable to perform your job functions, as certified by a physician.

**A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.**
Frequently Asked Questions

How do I qualify for FMLA?

If you have worked for the district for more than 12 months, have worked at least 1250 hours in the preceding 12 months, and have a qualifying event, you will be eligible for leave under the Family and Medical Leave Act (FMLA), for up to 12 working weeks per 12-month period for a qualifying reason. Intermittent or reduced schedule family and medical leave is not permitted by this district for birth, adoption or placement of a child. If you and your spouse both work for the district, you may have a combined total of 12 weeks per 12-month period for certain events.

Do I get paid?

FML does not guarantee you paid leave. In order to be paid, you must be eligible for some type of paid leave entitlement (accrued Local Sick, Old State Sick, Non-Discretionary, State Personal, Vacation, Non-Duty Days, or Extended Leave), in accordance with policies DEC (Legal), DEC (Local) and Administrative Regulation DEC in order to be paid for your absences. The only exception to this is the use of State Personal Leave Days as Discretionary Days. Board Policy stipulates that you may use up to three discretionary leave days in a row with prior supervisor approval. All other days absent following the physician’s release will be unpaid days. In accordance with Policy DEC (Local), Non-Discretionary State Personal leave may be taken within the first year after the child’s birth, adoption or foster placement.

Am I paid for Holidays or Spring/ Winter Break?

The majority of district employees are compensated on a per day basis, such as teachers who work 187 days. Their total salary is divided by 187 days. This number is the true daily rate of pay.

Example:  
Teacher Base Salary  $50,000
Divided by # of work days  /187
Equals Daily Rate of Pay  =$267.38

Non-auxiliary employees are neither docked nor paid for holidays. Holidays and Spring/Winter Break are not included in the 187 days for which an employee is paid. Similarly, if an employee is absent due to illness/injury during Thanksgiving, Spring/Winter Break or Summer, they would not have to use leave days for that time period since they would not be scheduled to work anyway.

Do I get to stay out longer because of the Holiday and other Breaks?

FML is counted in workweeks rather than calendar weeks. When your 12 weeks of FML cross a Holiday or Spring Break, it may extend your allowable FML time off.
Check List for Long Term Absence  
(Including Maternity)

1. Notify your immediate Supervisor and /or Principal as to your need for leave as soon as possible.
   - You will need to fill out the "Request for Foreseeable Family and Medical Leave" form and **attach a medical certification from your physician** indicating you are under his/her care for a medical condition & the length of time you will be medically unable to perform your job duties. This should be completed 30 days prior to the event if possible. These forms are to be submitted to your supervisor, who will immediately forward them to Human Resources.
   - Work with your campus to set up your absence in SAMS and possibly secure a long-term substitute.
   - Once all accrued leave has been exhausted, and if you are still medically unable to return to work due to a **catastrophic** medical condition, you may request up to 10 days of Extended Leave. This leave, if approved, will be paid at 50% of your daily rate. If you are requesting extended leave, your physician must certify that your condition is “**catastrophic**” in nature by completing the **Affidavit for Certifying Temporary Disability** form.

2. Obtain a medical certification completed by your treating physician (Certification of Health Care Provider form. Attach one copy to your Request for Foreseeable Family and Medical Leave. Forms are located on the **Leave Forms** page of the Human Resources section on the district website.

3. If you have Unum Disability Insurance, complete the **Unum Disability Claim Packet** in full and submit to the insurance carrier at the address/fax number on the top of forms. This packet can be found on the **Insurance Forms** page of the Human Resources section on the district’s website. There are four sections:
   - Authorization for Release of Information
   - Employee’s Statement
   - Employer’s Statement (Notify Human Resources to have this completed & faxed to Unum once you begin your leave).
   - Attending Physician’s Statement of Disability

4. If you have a baby and want it to be insured on the district’s health insurance, contact the Benefits Office at 210-945-6216 within 30 calendar days of the baby’s birth. You will need to bring in the baby’s Birth Certificate (Hospital copy is acceptable) and complete a change form to have the baby added. If you do not do this, the baby will be dropped from coverage after the initial 30 days. If you choose to elect coverage for a newborn or newly adopted child, you will be responsible for premiums from the date of birth or adoption.

5. Once you are no longer medically unable to perform your job functions, you must submit a **Work Status Form** completed by your treating physician indicating your release. Contact your campus to let them know the day you will be returning. You must turn in the Work Status Form **prior** to being allowed to return to work.