

## **Prearranged Leave of Absence Guidelines**

### **To request a leave the teacher will:**

- First inform the IL in writing (electronic or print) of an anticipated leave, including approximate beginning and ending dates.
- Next, meet with the IL to discuss the leave including contact while on leave. The teacher and/or IL can request another person be in attendance.
- Then, write an official letter (electronic or print) addressed to the superintendent with copies to the IL, principal and business manager, requesting the leave. Sample letters are provided in the handbook under “FMLA Request Form”. The sick bank committee members (listed below) can assist you.

### **Before the leave the teacher will:**

- Prepare an outline of course expectations.
- Meet with the substitute to discuss pertinent information.

### **While on leave the teacher is:**

- Not expected to do any grading or lesson plans.
- Not expected to attend meetings or events including faculty, department or inservice meetings, conferences or open house.
- Not expected to have contact with MCHS personnel. Home contact will occur after discussion with the IL prior to the leave. If the teacher wishes to change the amount of contact during the leave he/she may do so by informing the IL in writing (electronic or print).

### **Upon returning from the leave the teacher will be allowed to meet with the substitute to discuss pertinent information.**

### **The substitute teacher hired for a teacher’s leave of absence will:**

- Be available to meet with the teacher before and/or after the leave.
- The substitute will be paid for two additional collaborative workdays. The scheduling of these two days will be left up to the teacher and substitute’s discretion.
- Develop and implement lesson plans.
- Grade material he/she assigns.
- Grade material handed in during the leave
- Attend faculty, department, and inservice meetings, conferences and open house as requested

### **FMLA – Family Medical Leave Act. guarantees:**

- 12 weeks of unpaid leave in a 12-month period beginning September 1 and ending August 31 of the next year. These dates are in accordance with MCHS board policy.
- Continuation of group health benefits during FMLA leave.
- Restoration to the same or an equivalent job upon return to work.
- Retention of accrued benefits.
- Protection from discrimination as a result of taking FMLA leave.

The employee can request that the leave be considered FMLA or the employer can give notice the leave will be counted as FMLA. The business manager and/or superintendent will share specific information about the leave with the employee.

See Minooka Community High School Board Policy # 5.185

See Department of Labor website for a complete summary

<http://www.dol.gov/elaws/fmla.htm>

See Contract Agreement, Article VIII Leaves

- Section A is on Sick Leaves
- Section B is on voluntary Sick Leave Bank

Voluntary Sick Leave Bank Request Form and Guidelines are available in the handbook and from the following committee members: Nicole Bolek, Carolyn Kinsella, Bobbi White, and the MEA Vice President.