

Leave of Absence Q&A

- Who is eligible for a Leave of Absence?
 - As of the 23-24 Academic year, all contracted (FTE) employees are eligible for a Leave of Absence up to 12 weeks for medical and caregiver situations. (Additional weeks for childbirth complications)
- How do I apply for a Leave of Absence?
 - Complete a Leave of [Absence Request Form](#) and submit to the Human Resources Leave Specialist after notifying your supervisor of your request
 - Submit supporting documentation for your request
 - [Healthcare Provider Certification – Employee](#)
 - [Healthcare Provider Certification – Family Member](#)
- How will I be paid during my Leave of Absence?
 - Beginning 1/1/24, employees with individual FAMILI accounts (link to [FAMILI website](#)) may opt to be compensated through FAMILI or use their district accrued paid leave.
 - Employees without individual FAMILI accounts will be compensated with their district accrued paid leave, until exhausted, and will then be unpaid
 - Short Term Disability and Sick Leave Bank hours may be used by employees who have elected coverage during Benefits Open Enrollment pursuant to the conditions of, and approval by, The Hartford and Sick Leave Bank governing boards
- What happens to my benefits during my Leave of Absence?
 - Your benefits will remain unchanged during your approved 12 week Leave of Absence
 - If your Leave of Absence is paid by the district, normal payroll deductions for all benefits will occur in your paycheck(s)
 - If your Leave of Absence is unpaid by the district (or your paycheck is not enough to cover your benefit deductions), you will be invoiced for your benefits by the payroll department
 - Failure to pay your benefits by the due date can result in a cancellation of benefits
- What about Bereavement, Snow/Emergency Days, Civic/Jury Duty while on a Leave of Absence?
 - An employee is not eligible for these while on a Leave of Absence
- How is PERA Vesting affected?
 - Time spent on unpaid leave will not count towards vesting in SVVSD contributions
- How are Teacher Experience Steps affected?
 - Licensed employees must work at least 92 contract days per fiscal year to receive their experience step
- Are there other Leave of Absences available?
 - Licensed employees may be eligible for other Leaves of Absence per Article 25 of the SVVEA agreement. Please contact the Human Resources Leave Specialist for additional information
 - Classified and Professional/Technical employees should contact the Human Resources Leave Specialist about any Leave of Absence requests that are not medical or caregiver in nature

- Administrators should contact their Human Resources Executive Director about any Leave of Absence requests that are not medical or caregiver in nature