

## **Birmingham Public Schools Employee Leave of Absence Procedure**

Birmingham Public Schools allows employees to take leaves of absence from their employment in compliance with applicable collective bargaining agreements and Federal law. Please refer to board policy 3430.01 – FAMILY & MEDICAL LEAVES OF ABSENCE to review your rights under the Family and Medical Leave Act (FMLA) of 1993.

All absences 5 work days or longer will require an approved leave of absence. When foreseeable employees are required to give a 30 day notice for leaves of absences. Employees will be required to use all paid time off before going unpaid. Employees requesting leaves of absences that are covered under FMLA will be required to submit additional documentation to support the leave of absence. Below are the steps a BPS employee must take to request a leave of absence.

1. Complete the leave of absence request form and submit completed form along with supporting documentation to Human Resources to the attention of Joy Porchia.
2. Human Resources will review the leave of absence request and may request additional documentation during the approval process.

If you have any other questions regarding the leave of absence procedure at BPS please contact Human Resources at 248-203-3029 for further clarification.



## REQUEST FOR LEAVE OF ABSENCE FORM

This form with appropriate documentation must be submitted to Human Resources prior to your leave of absence for approval. If you have any questions, please contact the Human Resources Department (248) 203-3027.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

Telephone: \_\_\_\_\_ Affiliation: \_\_\_\_\_

**LEAVE DATES:**       NEW       EXTENSION

Anticipated Start Date: \_\_\_\_\_ Anticipated Return Date: \_\_\_\_\_

**REASON FOR LEAVE:** (Please provide substantiating documentation.)

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Documentation attached

FMLA

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Use Only:

Approved:

Denied:

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