

DIRECTIONS

This form is to be used by **all employees** who request any type of leave other than the local Community Responsibility Time Off leave. The form can be found on the Intranet for this specific leave request. When an employee is going to be absent from his/her work site for any reason, including attending in-district or out-of-district professional development, a form must be submitted for supervisor's approval. All leave taken must be properly authorized and must conform to school board policies.

The *North Carolina Public Schools Benefits and Employment Policy Manual*

([http://www.ncpublicschools.org/docs/district-humanresources/key-](http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf)

[information/information/policymanual.pdf](http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf)) and the WCPSS Policy Supplement 3800/4800

([http://policy.microscribepub.com/cgi-](http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=246532067&depth=2&infobase=wake_landing_page.nfo&softpage=PL_frame)

[bin/om_isapi.dll?clientID=246532067&depth=2&infobase=wake_landing_page.nfo&softpage=PL_frame](http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=246532067&depth=2&infobase=wake_landing_page.nfo&softpage=PL_frame))

govern leave policies. For your convenience, the specific location of the policy pertaining to the type of leave you are seeking is in parentheses following each type of leave listed below. Please refer to the policy for clarification regarding eligibility, requirements, and restrictions associated with the particular leave you wish to take. If you have any questions, please contact the Human Resources Talent Acquisition Administrator assigned to your school or department.

INSTRUCTIONS FOR COMPLETING THE FORM:

All fields should be completed. If you do not know your employee ID, please use the last 4 of your SSN. Please do not provide your full social security number. Preferred Email should be provided so that communication can be shared with you as needed related to a leave calendar if applicable. A personal email address is preferred.

Supervisors should work with employees and use reasonable judgment when approving or denying a request for leave. Leave requests for sick/illness purposes or for legal reasons including Military Leave, cannot be denied. Supervisors may deny a leave request for the following reasons:

- Annual leave and Bonus Vacation leave if not part of a FMLA request, Military Leave
- Personal Leave if not notified at least 5 days in advance
- Compensatory Time if it is detrimental to the school/department at that particular time

If the principal/supervisor denies the request for leave, a copy of the form should still be maintained at the school/department for audit purposes.

Below are the types of leave that may be available to you:

- **ANNUAL LEAVE** – (§3.1)
- **SICK LEAVE** – (§4.1) Documentation from a licensed physician will be required for extended absences in accordance with policy, and may be required for shorter periods of absence as deemed necessary by the employee's supervisor. Sick leave may not be used for inclement weather days or in lieu of annual leave.
- **EXTENDED SICK LEAVE** – (§4.2) Classroom teachers only. Mandatory substitute deduction.
- **VOLUNTARY SHARED LEAVE** – (§4.3)
- **BONUS VACATION LEAVE** – (§3.4) – This leave is awarded by the State and may be non-expiring or expiring.
 - **2017 Legislated Non-Expiring:** Total of 3 days given to all employees in the 2017 budget bill. It is non-expiring but has no monetary value so it is not eligible for payout upon separation or at retirement.
 - **Non-Expiring (Special):** Bonus leave given to certain employee groups in the 2003/04 and 2004/05 school years. These do not expire and can be paid out upon separation or at retirement.
- **PERSONAL LEAVE** – (§5.1) Classroom teachers only. Mandatory substitute deduction; reimbursed if a substitute is NOT employed.

- **NON-PAID LEAVE** – (§9.6) MUST contact health benefits representative in the payroll office regarding continuation of health benefits PRIOR to going into non-paid leave status.
- **COMPENSATORY TIME** – (§9.1; 4100/7910) Must be used prior to using accumulated leave where consistent with law and policy. Submit form only for medical or long term leaves.
- **MILITARY LEAVE** – (§10.1; 10.2; 10.3; 10.4)
- **EDUCATIONAL LEAVE** – (§6.1)* - Also review the Supplemental information specific to WCPSS.
- **PROFESSIONAL LEAVE** – (§6.2)
- **OTHER TYPES OF LEAVE:** Discretionary (§9.6.1 Supplement); Jury Duty (§7.2); Court Attendance (§7.3); Disability (§4.5); Workers' Compensation (§9.2); Bona Fide Religious Holiday(s) (§2.1); Parental Involvement (§8.3); Leave for New Parents (§3.3) including Parental Leave Extensions; Charter School (§9.6.1 Supplement)

***Educational Leave can cover a wide variety of activities.** If requesting an educational leave of absence to complete a program at a college or university such as the Principal Fellows' Program or MSA, the leave will be for a full school year, July 1 to June 30.

If attending a professional development/learning activity, whether in-district or out-of-district, you should submit a form for Educational Leave. If the workshop organizer is providing funds to cover the cost of a substitute associated with your leave, you must return documentation to your school/department secretary with the appropriate funding information.

In-district trainings should provide a *Funding for Workshop/Training* form to you at the conclusion of your training. At the workshop, be sure to sign in and indicate that you have/need a substitute. The Instructor(s) will provide a form with funding information that you must then return to your school secretary/bookkeeper **on the next school day, even if you are tracked out the next day.** The secretary/bookkeeper will key the absence(s) and use the budget code provided for payment to the substitute. The secretary/bookkeeper should attach the *Funding for Workshop/Training* to the employee's *Request for Leave* form and retain both forms at the school/department for audit purposes.

FAMILY MEDICAL LEAVE INFORMATION

For short-term sick leave not covered by the Family Medical Leave Act (FMLA), and for annual leave and personal leave not requested in combination with other types of leave, this form remains at the school or department. *Compensatory time is only submitted on this form when used in conjunction with medical or other long-term leaves.*

Leave requests for extended periods should be submitted to HR-Leaves@wcpss.net after approval by the immediate supervisor, and if necessary, a budget manager. In order to comply with FMLA requirements, please submit leave forms associated with unforeseen medical conditions covered by FMLA to Human Resources within 3 days of the start of the employee's absence, whether or not the employee is available for a signature. For medical leaves that are anticipated, a leave request should be submitted in advance to HR-Leaves@wcpss.net, with supervisor's signature and supporting documentation. Please contact HR-Leaves@wcpss.net if there are any questions.