



ENCSD HR Guide to Extended Illness/Other Leave

(To be used when employee is not eligible for FMLA)

Extended Illness/Other Leave is used when an employee is temporarily unable to work due to an illness that is not covered by FMLA or short-term disability.

Leave granted under this benefit should not exceed 30 days.

Direct student contact positions (listed below) who are subject to ESDB Oper 4004, and who miss up to 3 consecutive days of work due to illness, and who are not eligible for leave protections under the Family Medical Leave Act should be instructed to apply for Extended Illness Leave.

Occupational Therapist	Guidance Counselor
Audiologist	Social Worker
Behavioral Programming Technician	Lead Teacher
School Principal	Speech & Language Pathologist
Community Employment Program Specialist	School Librarian
Professional Nurse	Residential Life Coordinator
Psychologist (Staff/School)	Licensed Practical Nurse
Educational Development Asst	Residential Life Trainer
Deaf-Blind Intervenor	Nurse Supervisor
Residential Life Director	Teacher/Vocational Teacher
Bus Driver	

Employees who are not in a Direct Student Contact position and who have missed 5 consecutive days of work due to illness, and who are not eligible for leave protections under the Family Medical Leave Act should be instructed to apply for Extended Illness Leave.

Procedure:

Step 1: Upon learning of the need for, or after a 3rd or 5th continuous absence, whichever is applicable, the employee should be given the Extended Illness/Other Leave Request Form to complete.

***The FMLA Doctor's Certification Form WH380 may need to be completed in order for management to make a determination to grant leave.*

Step 2: Management will review the application along with any supporting documentation provided. *Supporting documentation should include information sufficient for management to render a decision, e.g., documentation of medical need, duration of leave, etc..*

Step 4: Once Human Resources receives the completed application and supporting documentation from the manager an approval or denial letter will be sent to the employee by Human Resources.

Step 5: Managers should refer to the ENCSD Return to Work Procedures Guide prior to allowing an employee to return to work with work restrictions.