



REQUEST FOR EMPLOYEE LEAVE OF ABSENCE

Requests for a leave of absence **must** be signed by the employee's immediate supervisor and accompanied by any other required documentation (ex: FMLA form).

Name (Print) _____ ID # 912 _____

Work Location _____ Position _____

Leave of Absence Dates: Begin _____ End _____

A. Leave of Absence Request (Please check one):

1. _____ **FMLA:** For employees who have been employed with Cabell County Schools for at least 12 months and worked at least 1,250 hours during the 12-month time frame. Up to 12 weeks of paid (if employee has earned/accrued sick/personal days) or unpaid leave due to the birth/care of newborn child, adoption/care, employee providing care for spouse, child, parent (or other immediate family member as defined in Cabell County Policy 3431; 4431) with a serious health condition, or the employee's own serious health condition hindering the employee from performing the functions of their position. *Cabell County Policy 3430.01; 4430.01*
***Additional documentation required: FMLA Form for Employee or Family Member**
2. _____ **Parental Leave:** For employees who have been employed full-time for at least 12 consecutive weeks with Cabell County Schools. This leave provides up to 12 weeks of unpaid leave in any 12-month period, following the exhaustion of all annual and personal leave, due to birth or adoption of a child; care for employee's child, spouse, parent or dependent who has a serious health condition in which documentation from a health care provider is required. *Cabell County Policy 3430.03; 4430.03*
***Additional documentation required: Parental Leave Form**
3. _____ **Extended Leave:** Unpaid leave for up to one (1) year for pregnancy, childbirth, or adoptive/infant bonding. *Cabell County Policy 3430.04; 4430.04*
4. _____ **Military Leave:** Reserves/Call to Service; *Cabell County Policy 3437; 4437*
***Additional documentation required: Military Leave Form and a copy of the Military Orders**
5. _____ **Short -Term Leave:** Up to a maximum of forty-nine (49) consecutive workdays. An employee granted an unpaid short-term leave of absence shall be re-employed in the same assignment held prior to the leave, provided the leave does not exceed 49 workdays. The request for a short-term leave of absence must be made at least ten (10) workdays prior to the effective dates of the leave and returned to the appropriate personnel office. Qualifiers for short-term leaves of absence are listed below. *Cabell County Policy 3430.06; 4430.06*
6. _____ **Long-Term Leave:** Minimum of fifty (50) workdays and up to the maximum number of workdays in the employee's employment term for one school year. Any employee granted a long-term leave of absence shall be re-employed in the same assignment held prior to the leave, provided the leave does not exceed one year. The request for a long-term leave of absence must be made at least ten (10) workdays prior to the effective date of the leave and returned to the appropriate personnel office. Qualifiers for long-term leaves of absence are listed below. *Cabell County Policy 3430.05; 4430.05*

Qualifiers for Short/Long-Term Leave of Absence (Please check one if applying for Short/Long-Term Leave of Absence):

- _____ Illness- (Short-Term or Long-Term; Written documentation from health-care provider is required)
- _____ Non-School Related Activity - (Short-Term only; Must be of value to the employee; Written documentation is required)
- _____ Improvement of Job-Related Skills- (Long-Term only; Copy of course of study/syllabus is required; not eligible for insurance)

B. Terms and Conditions

- a. Leaves of absence policies in their entirety can be found at <https://www.cabellschools.com/>
- b. Board approved leaves shall follow Cabell County Schools Policies and Procedures, in addition to federal and state policies/code.
- c. Before applying for a (Board approved) leave of absence, employees are encouraged to contact the Cabell County Schools Benefits Coordinator to discuss insurance premiums/ responsibilities.
- d. Leaves of absence require the recommendation of the Superintendent & must be approved by the members of the CCBOE.
- e. Seniority earned prior to a leave of absence is maintained and continues to accrue for Board approved leaves (per federal, state and county policy).
- f. Upon return to work from appv'd medical leave, a **return-to-work** release will be required from the employee's health care provider.

Employee Signature _____ Date _____ Immediate Supervisor's Signature _____ Date _____

Personnel Manager's Signature _____ Date _____ Superintendent's Signature _____ Date _____