

Special Leave Food Service Employees

Description: A leave for 60 days (paid and/or unpaid) for birth or adoption/foster care, illness of employee or illness of employee’s immediate family member.
Eligible: Food Service employees who are not scheduled to work more than 1,250 hours and actually work at least 784 hours in the calendar year immediately preceding the requested start of the leave.
Board Policy #4411/Contract Article: Food Service - Article 11
Leave Contact: The Leaves Department – 754-321-3130

Key Points	Process to Initiate Leave	Return to work process
<p>Approval Status: This leave does not require Board approval.</p> <p>Vacancy Status: Vacated position may be filled; however, the employee shall be returned to the same job title within the District upon the conclusion of the leave.</p> <p>Salary Status: This leave is unpaid; however, employees are required to substitute accrued sick leave and personal reasons leave for Family Leave; for Medical Leave, employees must substitute accrued personal reasons, sick, worker’s compensation and any other paid leave.</p> <p>Benefits Status: The District pays the premium for single HMO coverage. The employee pays the excess cost of PPO coverage and all cost for Family coverage.</p> <p>Duration Status: This leave lasts for 60 work days (12 weeks) and cannot be renewed. Employees may not utilize both FMLA leave and a Special Leave in a calendar year.</p> <p>Concurrency Status: This leave runs concurrently with sick, personal reasons and Worker’s Compensation and any other paid leave.</p> <p>Working While on Leave: Employees may not work except, when approved to use leave intermittently or on a reduced work schedule.</p>	<p>Employee: 1) Complete and sign the Request For Family Leave/Medical Leave (FMLA) application and appropriate sections of the Certification of Health Care Provider form. 2) Health Care Provider completes and signs the Certification of Health Care Provider form. 3) Submit FMLA application to Director, Food & Nutrition Services for signature. 4) Submit all completed forms to the Leaves Department.</p> <p>Leaves Department: The Leaves Department will send all required notification.</p>	<p>Leaves Department: Two weeks prior to the end of leave, the Leaves Department sends a reminder notice of the employee’s return to work date to the employee and the employee’s work location.</p> <p>Upon expiration of a Special Leave, an employee’s failure to return to work or apply for a Board approved leave constitutes abandonment of position and may result in termination of employment.</p> <p>Employee: Employee notifies their work location of the date they intend to return to work. If the leave ran concurrently with disability benefits, a doctor’s release is required when returning to work.</p> <p>SAP Coding – Food & Nutrition Department: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 17 (Return – Special Leave) OR 18 (Return – Special Lv/Disability)</p> <p><u>Display overview of the employee’s action record in SAP to determine “Reason” to use.</u></p>

Work instructions are available on the BRITE web site: web/erp.

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