

What is a Leave of Absence?

A leave of absence is required when one will be absent from work for more than 20 consecutive days, when one requires a military absence, when one wants to care for their child up to their third birthday (non- FMLA) and/or for other reasons defined in your collective bargaining agreement.



NOTE:

*Payment will not be made if you do not have a current **Leave of Absence Request for Classified Employees, Attending Physician's Statement and Certification/ Request of Absence For Illness, Family Illness, New Child** on file with the Personnel Unit of the Transportation Branch. Turn your paperwork in on a timely basis to ensure continuous and timely pay.*

Los Angeles Unified School District Transportation Branch

2710 Media Center Drive #100
Los Angeles CA 90065
Phone: 323.342.1300
Fax: 323.221.1637

Attn: Personnel Unit

Los Angeles Unified School District
Business Services Division

Transportation Branch

Medical Leaves of Absences



Personnel Unit
323-342-1300

What you should do:

If an employee will be absent more than 20 days, a formal leave of absence is required.

Contact the Personnel Unit at 323.342.1300 for a Leave of Absence packet which will include the following:

- *Leave of Absence Request for Classified Employees*
- *Attending Physician's Statement*
- *Certification/Request of Absence For Illness, Family Illness, New Child*

Employee completes the *Leave of Absence Request for Classified Employees* form and the *Certification/Request of Absence For Illness, Family Illness, New Child* form.

The employee's doctor completes the *Attending Physician's Statement*.

All forms must be dated and signed.

Make a copy of all forms for your records.

Mail or return the entire packet of originals to the Personnel Unit of the Transportation Branch.

Extensions

An extension will be required if you have not been released to return to work by your doctor as of the date listed on your attending physician's statement.

Please contact the Personnel Unit for additional forms. A Leave of Absence packet will be sent to you for completion.

If extensions are not turned in within a timely fashion this may result in an interruption of your pay.

Pay & Medical Leaves

The Personnel Unit will handle time reporting for all employees on a medical leave of absence. To ensure timely payment, please submit your documents at least 3 days prior to the payroll certification deadline.

These guidelines have been created to assist you in filing for a leave of absence. Additional information can be found in your respective collective bargaining agreement.

FMLA & Medical Leaves

If your medical leave qualifies for the Family and Medical Leave Act (FMLA), the leave will automatically be designated as such. You do not need to do anything else in these instances. If additional information is required to confirm your leave qualifies for FMLA, a request for additional information will be sent to you.

Failure to return complete and original documents will result in the employee not getting paid. Copies cannot be accepted.

Failure to return to work on time may be considered resignation from District service.

Failure to turn in a timely leave of absence subjects you to being Absent without leave (AWOL) and subject to disciplinary action, up to and including dismissal from District service.