



Medical Leave Information Sheet

What is a Medical Leave?

A medical leave is generally characterized by its length (more than 4 days) and the fact that you are deemed to be unable to work by a doctor's note. This is usually a illness or surgery that you are under medical care for.

Notification and Documentation: If you need to take a medical leave greater than four days, it is essential to inform your immediate supervisor and the Human Resources Department as soon as possible and in advance of the anticipated start date of your leave. PDTA also strongly recommends that you contact your building representative and our PDTA Medical Leave Advocate or Union President. In cases of unforeseen medical emergencies, notify your supervisor and HR immediately after seeking medical attention.

Use of Paid Leave and FMLA (if applicable): You may be eligible to use your accrued sick leave or other applicable paid leave during your medical absence. Additionally, depending on your eligibility and the nature of the medical leave, you may be covered by the Family and Medical Leave Act (FMLA) or other applicable state laws. Our HR Department will guide you through the process and provide the necessary information. All required documentation is expected to be provided within the legal time frames. **FMLA leaves (medical leave of 5 consecutive days or more) REQUIRE medical documentation from a corresponding licensed healthcare provider.** Please note, FMLA does not guarantee, nor does it provide, compensation during an approved leave. Additionally, when FMLA and any of your accrued leave time are exhausted, you may be responsible for additional healthcare financial contributions.

Working while on a Leave of Absence: If you are on a medical leave, you are prohibited from doing any work for the district including performing your regular duties, extra-curriculars, coaching, mentoring, professional development, or any other compensated work as prohibited by law.

Medical Certification: Upon requesting a medical leave of four or more days, HR may require you to provide a medical certification completed by a licensed healthcare professional immediately, but no later than five days after initiation of the absence. This certification should include the following details:

- The date the medical condition necessitated the absence.
- Appropriate information pertaining to your medical diagnosis, in order to inform processing of your situation.

- The probable return date of the medical leave.
- A statement that you are unable to perform your duties due to the medical condition.

Continuous Updates: If your medical leave changes or extends from the original expected duration, please keep the HR Department, building administration, and your building representative informed about any changes in your circumstances within a reasonable time frame. Additional medical documentation may be required. Regular communication will help us support you better during this time and make necessary arrangements to ensure the smooth functioning of your responsibilities.

Return-to-Work Clearance: Before returning to the workplace and resuming your duties, you must provide a return-to-work clearance note from your healthcare provider indicating that you can return to work and perform all your work-related duties. The note must say “without restrictions”. This clearance must be sent to Human Resources. If you have restrictions and would like consideration to return to work, your note must indicate the restrictions as well as the length of time that the restrictions are needed. At that point, you will need to go through the interactive process with HR to see if your restrictions impact the essential functions of your job. There is an ADA request form that must be completed, and an employee must remain on leave until the interactive process has taken place and you have been approved to return by HR.

Confidentiality and Privacy: All medical information shared with the HR Department will be treated confidentially and in accordance with applicable privacy laws. We respect your privacy and will only share relevant information with those involved in the process of managing your medical leave.

We are committed to adhering to all applicable State and Federal regulations related to employee leaves. In alignment with our Core Value of creating a "supportive environment for all", we believe in assisting our staff during challenging times, and we encourage open communication to address any concerns or questions you may have regarding medical leaves. If you require assistance or have any queries, please feel free to reach out to the HR Department and/or PDTA.

FAQ's

What is the Family Medical Leave Act (FMLA)?

This Federal law covers all employees who meet certain criteria (a minimum number of hours worked the previous year, for example). If you qualify, you are allowed up to 12 weeks of leave time per 12-month rolling period. This 12-week period is initiated on the first day of

the prolonged absence and runs concurrent to all paid sick time if available. Under this law, you continue to accrue seniority as if you were not on leave. In addition, the district will continue paying their contractually defined portion of your health and dental insurance premium. Vacation weeks, including summer, do not count as part of the 12 weeks of FMLA Leave. If you do not qualify for FMLA, you would still take a Medically Documented Leave per your doctor's recommendation but would be required to return to work when your doctor deems you medically able to do so. The district does not participate in New York State Paid Family Leave.

What if my doctor releases me back to work “with restrictions”?

If you have restrictions, you must provide documentation regarding the restrictions. The district will then engage in an interactive process to determine if your restrictions impact the essential functions of your duties or if reasonable accommodations can be made. This clearance ensures that you are physically and mentally fit to perform your job responsibilities. Until the interactive process is concluded, you will not be approved to return to your duties.

Do I get paid by the district for all of my medical leave?

Personal Sick Days, Prolonged Illness days and Sick Leave Bank days, as applicable, are applied during a paid leave. These paid days can be used when a documented medical need exists.

An unpaid medical leave may occur when a member, out of work for a medically documented absence, has exhausted all available paid leave days. Please note, FMLA starts immediately and runs concurrent to usage of any available paid days. If your allowable FMLA leave has not been exhausted for the 12-month period, the insurance premium paid by the district is the same as during paid medical leave. If necessary, Contract 4-1- 9, 30-1-9, 50-1-9 provide continued health insurance benefits after expiration of paid sick leave for periods of time based on length of service in the unit.

How do I access the PDTA Sick Leave Bank?

If you are a member of the sick bank, you will need to fill out the “Sick Leave Bank Request Form” to request access to your days. Fill out the form and follow the directions for submission. That form can be found on the PDTA website (www.PDTA.org) under the documents tab.

What are *Prolonged Illness* days?

Prolonged Illness days are designed to provide income security if you experience a serious, extended personal illness. Under the prolonged illness section(s) of the contract, all full-time employees with three or more years of District service are granted 25 Prolonged Illness Days at the end of their third, eighth, thirteenth, and eighteenth year of service. It is important to note that these days are awarded at the end of those service years, not at the beginning, and they are tracked separately from your regular sick leave. Prolonged Illness Days are used only when your personal illness extends beyond 15 consecutive school days. The first 15 days of a continuous illness are charged to your regular sick leave. However, once you reach the sixteenth consecutive day, the contract provides an important safeguard: the sick days you used for that illness are restored to your personal sick bank and the entire absence is instead charged to your Prolonged Illness Days. From that point forward, Prolonged Illness Days continue to be used for that illness until you return to work or the Prolonged Illness Days are exhausted. These days may only be used for your own personal illness, not for family illness or personal business.

Are my stipends affected by my medical leave?

Yes. Your stipends will be prorated based on the length of your medical leave.

Are my required professional development hours affected by my medical leave?

Yes, for certificated staff with this contractual requirement. If your 12 hours of professional development (see Contract 2-2-1) are not complete for the current school year, your requirement could be prorated based on the length of your medical leave. Contact Human Resources requesting the prorated number of hours.

Does a medical leave affect the earning of Tenure?

Tenure (no matter the stage for acquiring) is paused during any paid or unpaid leave of absence. The tenure clock resumes when you return to work from the approved leave.

How do I pay insurance premiums if I run out of paid days during my medical leave?

Once you have exhausted your sick days, the Payroll/Benefits Department will reach out to discuss the amount of your expected premium obligation and billing options. (The payroll department email address is payroll@pittsford.monroe.edu)

Am I allowed on school grounds while I am out on a medical leave?

No. However, there are exceptions if you are a parent and going to be on school grounds in direct support of your child. Some examples of the exception are attending your child's performance, parent-teacher conference, or sporting event on school grounds.

What if I am not the person who is ill? Can I still take a medical leave under FMLA?

In some cases, you may take an FMLA leave to care for an immediate family member. By law there are specific requirements that must be met. If you are requesting this type of leave, please contact the PDTA Medical Leave Advocate or Union President for further information.