



# Academy of the Pacific Union High School District

1212 Pleasant Hill Road, Lafayette, CA 94549

Human Resources

925-280-3915 ♦ Fax 925-935-0526

## **Leave of Absence Procedures**

1. Employee must notify the District Office, Human Resources, within 30 days of your intended leave of absence, or as soon as possible.
2. The District will send the employee a Notice of Eligibility and Rights & Responsibilities form and Employee Right & Responsibilities information flyer.
3. Employee must supply the District with either a physician's verification or a completed Certification of Health Care Provider for Employee's Serious Health Condition. [In the case of care for a family member, Certification of Health Care Provider for Family Member's Serious Health Condition.]
4. The District will create a leave calendar showing use of sick leave, vacation (classified), difference pay and/or absence without pay. If employee qualifies for FMLA/CFRA, this will also show running concurrently with other leave types.
5. If an employee needs to extend their leave, an update physician's verification will be required.
6. Prior to return to work, an employee must provide the District with a full medical release from their physician.