

LEAVE AVAILABILITY WORKSHEET

Name _____ Department/Campus _____

Date of Hire _____ Reason for Leave _____

- Employment status: **Contract** **Noncontract**
- Administrative
 - Professional
 - Noncertified
 - Administrative
 - Professional
 - Paraprofessional
 - Auxiliary

Part 1: Determine family and medical leave eligibility:

1. Is the reason for leave a qualifying event under the Family and Medical Leave Act?
 Yes No

2. Has the employee worked a total of 12 months?
 Yes No

Number of months employee has worked for the district: _____
(Note: Count each week that the employee worked any part of or any week employee received any benefits (e.g., health insurance, workers' compensation benefits, etc.) 52 weeks equals 12 months)

3. Has the employee worked a total of 1250 hours in the 12 months immediately preceding the date the leave was needed?
 Yes No

Number of hours employee has worked in 12 months immediately preceding date the district was notified of need for leave _____

Is the employee eligible for FMLA leave? Yes No
(Note: You must answer yes to question 1-3 for the employee to be eligible for FMLA leave)

Date employee notified district of need for leave: _____

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Date notice of placement or denial was sent to the employee: _____

Part 2: Determine employee eligibility for temporary disability leave:

1. Is the employee employed in a position that is eligible for temporary disability leave?

Yes No

2. Is the employee's own illness the reason for leave?

Yes No

3. Has the employee requested temporary disability leave or been placed on leave involuntarily?

Yes No

Is the employee eligible for temporary disability leave? Yes No

(Note: You must answer yes to questions 1-3 for the employee to be eligible for temporary disability leave.)

Part 3: Identify the type and amount of leave available:

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Type of leave		Amount
Paid leave		
SS	State sick leave	
SP	State personal leave	
LS	Local sick/personal leave	
DD	Extended leave (days to be paid at reduced rate)	
O	Other	
	Total paid leave available	
Unpaid leave		
FL	FMLA (see below)	
TD	Temporary disability leave	
	Total unpaid leave available	

