



## EASTPOINTE COMMUNITY SCHOOLS

Eastpointe Community Schools understands that sometimes there are medical, life, or other circumstances that require employees to take a leave of absence from the workplace. This document is designed to help you understand the process. Under each contract there are different provisions for use of sick time and sick bank. This process will outline the Eastpointe Federation of Educators (EFE), Local 120 (Food Service), EDESA (Secretaries) and non-affiliate contract policy for leaves of absence and the practices of the Eastpointe Human Resources Department.

### Process for Requesting a Leave of Absence and Returning to Work

1. Notify HR of Need for a Leave [HR Medical Request Form](#) or email Diane Haack, HR Specialist
2. Provide appropriate documentation to HR
3. HR provides written approval of leave to employee and supervisor in compliance with HIPAA.
4. Return to Work- Employees must provide documentation to return to work.
5. HR determines return to work date based on documentation provided. Employees can not be on property or return to duty without written permission from HR.

### Types of Leave

[Family Medical Leave Act \(FMLA\)](#)

[Medical Leave of Absence](#)

[Independent Medical Examination \(IME\)](#)

[Paid Medical Leave](#)

[Medical Documentation Requirements](#)

[Military Leave \(only EFE\)](#)

### Family Medical Leave Act (FMLA)

**\*\* Please also see the [Expanded FMLA](#)\*\***

A leave of absence (paid or unpaid) is approved time off from the job, without a break in employment, for valid medical, personal, or other reasons. Regular, full-time employees are



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eligible to apply for a leave in accordance with specific leave provisions identified in the respective bargaining agreements.

The Family and Medical Leave Act (FMLA) requires employers to provide up to 12 weeks of job-protected leave to eligible employees for care of certain family members and medical reasons. Employees are eligible if they have worked for Eastpointe Community Schools at least one year and for 1,250 hours over the previous 12 months. The method used for calculations is a “rolling” 12- month period measured backward from the date an employee uses any FMLA leave. Employees are required to use available sick time before going on unpaid status. The FMLA leave begins on the employee’s first day off work. The complete FMLA regulations can be obtained from the Human Resources Office. For information about taking a leave, please contact Human Resources 586-533-3011 or the [Department of Labor website](#). Here is the form you will need to complete: [FMLA Application](#)

### Medical Leave of Absence

Employees not eligible for FMLA may still qualify for a medical leave of absence with appropriate documentation. Please work with Human Resources to determine next steps.

### Independent Medical Examination (IME)

Eastpointe Community Schools does use an IME to determine eligibility for continued leave, access to sick bank and elective surgery scheduled during the contractual work days.

- **Elective Surgery** - is any surgery that is scheduled in advance because it doesn’t involve a medical emergency.
  - If the surgery is elective please schedule during the summer. Submitting a request for elective surgery during the academic year will trigger an IME. Access to the EFE sick bank could be affected based on IME results.
- **Emotional/Psychological (anxiety, mental health, etc.)**
  - If an employee is requesting leave for an emotional or psychological need the first leave (20 days or 4 weeks) will be approved. Requesting an extension will trigger an IME. Access to the EFE sick bank will be determined based on the IME results.
- **Medical Illness (non-elective surgery, sustained illness)**
  - If an employee has non-elective surgery or is diagnosed with an illness requiring prolonged absence. Medical documentation will be reviewed by Human Resources and a consultation with the IME provider to determine if an examination is required (at 2nd request to extend leave or 6 weeks). Eligible



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employees can access sick bank after a minimum of 10 days of continuous absence with appropriate documentation. Please refer to your union sick bank policies. Please Review the Eastpointe [Sick Bank Policy](#)

- **Leave of Absence - change in diagnosis.**
  - If an employee is out on leave for a diagnosed condition and requests to extend the leave with a different diagnosis this will trigger an IME.

## Paid Medical Leave

Paid Medical Leave (PML) is a law in the state of Michigan that requires Eastpointe Community Schools to provide 40 hours of paid medical leave to eligible nonexempt employees each benefit year. Employees who work an average of 25 hours per week. Employees may use paid medical leave for physical or mental illness, injury or a health condition. Employees may also use PML if they are a victim of domestic violence or sexual assault. PML can be used for family members of employees; children, parents, siblings, grandparents and grandchildren. (\*PML is addressed in the benefits package of the EFE, Local 120 Contract, EDESA and non-affiliate contracts.) These contracts can be found on our District Website @ [Bargaining Agreements](#)

## Medical Documentation Requirements

Eastpointe Community Schools may ask for appropriate medical documentation regarding conditions. Medical documentation submitted to Human Resources must include the following information:

1. Medical reason leave is needed
2. Nature of medical emergency
3. Anticipated duration (start and end dates) of medical emergency
4. If medical emergency is intermittent, describe duration and frequency
5. Medical Code(s):
6. Physicians Name
7. Physicians Signature
8. Physicians Office Location

## Military Leave (only EFE)

Please provide a copy of orders to the HR Department prior to the leave. Communicate with the building supervisor.



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According to the EFE contract, you will be compensated the difference between your reserve pay and regular school district pay for two weeks, once you provide proof of service and military pay, you will be reimbursed the difference between the military and district pay.

*EFE contract (Article V 5.16)*

*A teacher who is in the Armed Forces Reserve or the National Guard shall be paid the difference between his reserve pay and his regular pay with the School District when he is on full time active duty during the normal school year (provided proof of service and pay is submitted) for a maximum of two (2) weeks per year, except in the case of an emergency approved by the Board, who may extend the time.*

There will be an adjustment to your contract pay, subtracting the confirmed days of service. There will be no changes to your benefits.