

Leave of Absence FAQ

Q: Is it necessary that I attend a leave orientation?

A: It is strongly recommended that you attend a session, but it is not mandatory. We discuss valuable information including Family Medical Leave Act (FMLA), accrued leave and short-term disability.

Q: What is considered a leave of absence?

A: A leave of absence is when an employee will be absent for more than 10 consecutive workdays.

Q: What is Paid Parental Leave?

A: Employees in a Board-approved position may be eligible for up to 15 days of paid parental leave following a qualifying event. A qualifying event includes:

- The birth of a child of an employee
- The placement of a minor child for adoption with an eligible employee
- The placement of a minor child for foster care with an eligible employee

An employee must have been employed six continuous months and worked a minimum of 700 hours within the preceding six months of the requested event date. Parental leave may be taken in a block of time or used in increments of less than eight hours. Paid parental leave does not carry over for future use, nor does it exceed 15 days (120 hours) in a 12-month period. The 12-month period begins on the date of birth, adoption, or placement of a foster child. Documentation is required for leave usage.

Q: What is FMLA?

A: The Family Medical Act provides employees with up to 60 working days of unpaid job protection. To be eligible, employees must have been employed by GCPS in a benefited position for at least 12 months and must have worked at least 1,250 hours during the 12-month period prior to the start of their leave. FMLA is applied on scheduled working days only and qualifies for any of the following:

- Adoption/Placement of a foster child
- Care of spouse, child (under the age of 18), or parent
- Childbirth

- Employee's own health condition
- Military exigency only

Q: When should I submit my electronic leave request form?

A: Preferably 30 days before the beginning of employee leave.

Q: Do I earn leave while I am on an approved leave of absence?

A: An employee must be at work or on paid leave for 13 working days within a calendar month to earn leave.

Q: What happens to my benefits if I am no longer receiving a paycheck?

A: The appropriate representative from the Benefits and Leave Administration Office will send the employee a letter with instructions for paying directly for benefits.

Q: What is an extended leave of absence?

A: Extended leave may be granted up to one calendar year but not to exceed more than one calendar year. In order to qualify for extended leave of absence, an employee must have completed at least three full consecutive years of service in a Board-approved position within the district. Leave may be approved for education, childcare, political responsibilities, and health of a family member as defined by the Family and Medical Leave Act (child, spouse, and parent). GCPS employees on extended leave may not use this leave to pursue employment outside of the district. An employee who does not use his or her leave for the purpose requested shall forfeit all rights and privileges provided for under the policy.