

**EVERGREEN UNION SCHOOL DISTRICT
EMPLOYEE NOTICE OF PROCEDURES
FOR ABSENCES**

An Absence from Duties form is required for all absences. Employees will notify their supervisor and any other designated persons as soon as you know you will be absent.

If an employee calls in on the morning they are scheduled to work, an Absence from Duties form should be completed immediately upon their return to work and turned in to their principal.

For scheduled absences, employees must provide 30 days advance notice of the need to take leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable. Employees must provide sufficient information to allow Evergreen to determine if the leave may qualify for FMLA/CFRA protection, and must provide the anticipated timing and duration of the leave. Examples of a scheduled absence are surgeries, pregnancy, etc.

If the scheduled absence is for an extended length of time, an Absence from Duties form must specify the first day of absence or the due date if the reason is pregnancy and the anticipated return to work date. Providing this information allows Evergreen to schedule accordingly.

It is the responsibility of the employee to notify Evergreen of any changes to their leave such as extending or shortening the period of absence. Employees are required to notify their principal **AND** the payroll department of any changes and updates on their condition unless otherwise directed by their principal. Emails and text messages are not acceptable as you cannot guarantee they will be delivered or read on time.

Notifying only one person does not work. All notifications must be made as stated above to each person. Failure to submit an Absence from Duties form could result in a payroll deduction as an unexcused absence.

RESPONSIBILITIES

- Requesting Family Medical Leave (FML) only for appropriate uses;
- Knowing the amount of his/her FMLA balance;
- Providing in a timely manner, as defined above, sufficient information for a determination whether an absence qualifies for FML;
- Using the minimum FML necessary for each qualifying event;
- Scheduling appointments outside work hours whenever possible and, where not possible, scheduling appointments to cause the least disruption to operations; and
- Complying with all requirements for securing FML including advance notice and documentation requirements.

Regardless if an absence qualifies for FMLA/CFRA, these responsibilities apply to all employees.