

Absence Management – Leave of Absence (LOA) Frequently Asked Questions

1. **What is Leave of Absence (LOA)?** A leave of absence is an extended time allowed away from work to cover unusual circumstances occurring in an employee's life.
2. **Who is eligible for an LOA?** Only full-time and part-time employees in positions with authorized workdays qualify for an LOA after completing the required probationary period. Temporary and substitute employees do not qualify for LOAs.
3. **What circumstances can an LOA be requested for?** LOA is provided for specific reasons as defined by the employee's negotiated agreement.
4. **How do I apply for an LOA?** You must complete the **Medical Certification for Employee's Own Serious Health Condition/Maternity/Paternity** form. The form can be found on the Payroll website using the following link:
<https://www.pgcps.org/payroll/absence-management/>
5. **When can I apply for an LOA?** After you have completed your probationary period (6 months) and when you have been out of work for more than 10 days if you are a PGCEA, ASASP, Confidential, & Executive employee or more than 15 days if you are Local 2250 or Local 400 employee.
6. **Who approves my leave if I am out less than 10 days if I am a PGCEA, ASASP, Confidential, & Executive employee or less than 15 days if I am a Local 2250 or Local 400 employee?** Your leave granting authority (Supervisor) must approve your leave.
7. **Where do I submit my completed forms?** All completed forms must be sent to the Absence Management Office 10 days prior to the start of the leave request. Forms can be faxed to 301-952-6312; scanned or emailed to absence.mgmt@pgcps.org; mailed to 14201 School Lane Room 132, Attn: Absence Management, Upper Marlboro, MD 20772
8. **Does my supervisor have to sign my LOA request?** No. The Medical Certification for Employee's Own Serious Health Condition/Maternity/Paternity is to be submitted directly to Absence Management.
9. **Do I submit the same form if I am caring for my family member?** No. You need to complete the **Medical Certification for Employee's Family Serious Health Condition** which can be found on the Payroll website:
<https://www.pgcps.org/payroll/absence-management/>

10. What information is required on the Certification Forms? All forms must be completed in its entirety to avoid being denied. Any incomplete or altered forms will be returned with a denial letter.

11. What happens if I receive a denial letter? You will be on an unapproved leave status. You must follow the instructions based on the denial reasons. You can resubmit your request for reconsideration if denial reason allows.

12. How will I know if my LOA request has been approved or denied? You will receive a letter to your home address on record in Oracle. To ensure we have the most current address on record, please update your address using Oracle Self-Service –

https://erp.pgcps.org/OA_HTML/RF.jsp?function_id=32257&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US¶ms=KQ0ueFd3h5ncJDQ0.532EQ&oas=fZrli9CwEUrKdfKV_P89hA.

A copy of the letter will also be sent your supervisor, Human Resources, Payroll, Benefits, and other appropriate departments. A copy of the letter will also be placed in your permanent HR file.

13. Will my health benefits be canceled while on an LOA? Health benefits are canceled when an employee is charged unpaid leave for more than 10 days or when they are placed on a Leave without Pay (LWOP) status in Oracle. To continue health benefits when charged unpaid leave or in an LWOP status, you must pay 100% out-of-pocket costs for health insurance. 100% out-of-pocket costs are the employer's and the employee's cost. You can find the health insurance rates on the Benefits website - <http://www1.pgcps.org/benefits/index.aspx?id=20192>

14. How can I keep my Health benefits from being canceled? To prevent health benefits from being canceled, you must be in an active or leave with pay (LWP) status. Health benefits are maintained only if an employee has ample leave to cover their leave request. Health benefits are canceled when an employee is charged unpaid leave for more than 10 days or when they are placed on a Leave without Pay (LWOP) status in Oracle.

15. How long can I be on an LOA? LOA request is based on the negotiated agreement with doctor's recommended dates.

16. What is the difference between intermittent leave and continuous leave? Intermittent leave is when an employee continues to work but takes time off for appointments or follow up care. Continuous leave is when an employee is incapable of returning to work to perform required duties.

17. **What must I do to go back to work?** Prior to returning to work, a **Certificate of Medical Release** must be submitted to Absence Management 10 days prior to indicated return to work date. *If the employee is out for medical reasons, the Certificate of Medical Release form must be completed.* This form can be obtained from the Payroll website - <https://www.pgcps.org/payroll/absence-management/>. An employee cannot return to work prior to receiving the Notice of Eligibility to Return to Work Notification (RTW) from Absence Management. If this occurs, you will be asked to return home until RTW process has been completed.
18. **Can my LOA request be extended?** Yes. If an employee needs to extend their LOA, the Extension Request Form must be completed and submitted to Absence Management 10 days prior to ending of the currently approved leave of absence.
19. **What happens if I do not return or extend my LOA?** Upon your LOA expiring, you will be placed in an unapproved leave status. You will receive a No Pay Status (NPS) letter stating that your leave has expired, and you will need to select one of the following: (1) Return to Work; (2) Request Leave; (3) Resign; or (4) Retire. Failure to respond to the NPS will cause your case to be referred to Employee Labor Relations Office (ELRO).