



ALBUQUERQUE PUBLIC SCHOOLS
Human Resources—Extended Leaves Office
Phone (505) 889-4865
Fax (505) 884-0536

Extended Leave of Absence General Information

- While on an approved extended leave, an employee may not volunteer or perform any duties for APS or utilize APS property for personal use.
- Turn in all APS property prior to the leave.
- It is the employee's responsibility to advise the principal/supervisor of the expected dates of the extended leave of absence.
- It is a teacher's or educational assistant's responsibility to contact Substitute Services to obtain coverage for your position during the extended leave of absence.
- If you fail to reinstate on or before the end of your extended leave, your pay will be stopped. Pay may not be processed by the next pay date following your reinstatement. Once reinstated, pay will be adjusted over the remaining portion of the contract pay dates. No manual checks for retroactive pay will be processed.

PRIOR NOTIFICATION

Employees are to provide the Extended Leaves Office thirty (30) days notification prior to the commencement of the leave. This 30 day notification may be waived in case of a medical emergency situation. In a medical emergency situation, the employee must provide proper documentation as soon as feasibly possible. No third party photocopies or faxes accepted; medical documentation must be original or sent directly from the physician's office via fax or mail.

INSURANCE

Group insurance benefits (medical, dental, vision, LTD, flex spending, life) will continue provided the employee continues to make required premium payments to these plans. Failure to make such payments will result in the termination of benefits. The Response to Leave Request Letter will indicate the amount due and due date. If an employee chooses to drop medical benefits while on an extended leave of absence, benefits may be reinstated upon returning to work. Other benefits, such as retirement, 403(b), and 457(b) plans will be governed in accordance with the terms of each plan.

RETURNING TO WORK

1. Call to make an appointment with the Leaves Office (505) 889-4865
2. Bring applicable documentation for reinstating
3. Employee may return to work site only after reinstating, in person, with the Leaves Office

| TYPE OF LEAVE | PAID OR UNPAID | ALL LEAVES REQUIRE: FORM A PLUS THE FOLLOWING DOCUMENTATION | REPORT TO THE LEAVES OFFICE IN PERSON TO REINSTATE PRIOR TO RETURNING TO THE WORK SITE |
|--|--|--|--|
| Advanced Study Leave | Unpaid | Acceptance letter from university, class schedule, and grades from past semester (if applicable) | Official sealed transcript <i>Must come in person to Leaves Office for reinstatement</i> |
| Assault Leave | Paid up to 20 days | APS or APD police report and medical documentation | <i>Must come in person to Leaves Office for reinstatement</i> |
| Domestic Violence Leave | Employee: Available accruals used Family Member: Unpaid | Legal documentation | <i>Must come in person to Leaves Office for reinstatement</i> |
| Illness in the Immediate Family | Limited to 3 days of sick leave, and personal/annual accruals | WH380F | Release from health care provider <i>Must come in person to Leaves Office for reinstatement</i> |
| Injury or Illness of Covered Military Service Member | Limited to 3 days of sick leave, and personal/annual accruals | WH385 | Release from health care provider <i>Must come in person to Leaves Office for reinstatement</i> |
| Intermittent Leave | Employee: Available accruals used Family Member: Limited to 3 days sick leave, and personal/annual accruals | Employee: WH380E Family Member: WH380F | Release from health care provider <i>Must come in person to Leaves Office for reinstatement</i> |
| Medical Leave | Available accruals used | WH380E | Release from health care provider <i>Must come in person to Leaves Office for reinstatement</i> |
| Military Leave | See Negotiated Agreement | Military Orders or Commander's Letter | <i>Must come in person to Leaves Office for reinstatement</i> |
| Parental Leave (birth of child) | Limited to 40 days of sick leave, and personal/annual accruals | WH380E | Release from health care provider or child's proof of birth <i>Must come in person to Leaves Office for reinstatement</i> |
| Parental Leave (non-birth) | Limited to 30 days of sick leave, and personal/annual accruals | Legal Documentation of Adoption or Foster Care Placement | <i>Must come in person to Leaves Office for reinstatement</i> |
| Part-Time Leave | Paid—A Schedule Employees only | Statement Page | <i>Must come in person to Leaves Office for reinstatement</i> |
| Personal Leave | Unpaid | Statement Page | <i>Must come in person to Leaves Office for reinstatement</i> |
| Political Leave | See Negotiated Agreement | Confirmation of Appointment | <i>Must come in person to Leaves Office for reinstatement</i> |
| Qualifying Exigency | Unpaid | WH384 | <i>Must come in person to Leaves Office for reinstatement</i> |
| Union Leave | Unpaid | Form A | <i>Must come in person to Leaves Office for reinstatement</i> |
| Workers' Compensation | Limited to available sick time accruals only | Contact Risk Management 830-8469 | Release from Health Care Provider Reinstate with Risk Management |