



Central Consolidated School District

CCSD Administration Complex · PO Box 1199 · Shiprock, NM 87420
Human Resources Department · (505) 598-1017/1018 · Fax (505) 598-1019

Supervisor and Employee Leave Checklist:

This checklist is designed to be used as a guide for supervisors. As a Supervisor, review the employee's leave carefully to see what type of leave is available and work closely with HR. Maintain accurate timekeeping. You must ensure that the employee's leave time is accurately recorded on their timesheet and in I-visions with the appropriate approved leave.

Family Medical Leave (FMLA)

Refer to the Collective Bargaining Agreement (CBA) Article 10 pg. 13 [Collective Bargaining Agreement \(CBA\)](#) and Board Policy Manual. Section G: Personnel Policies G-2900, FML, page 115 (16 January 2018) [Board Policy Manual Section G: Personnel Policies](#)

Supervisor:

- Notify Human Resources (via email) within one business day of having knowledge that an employee may be out for more than (3) business days due to a medical condition, injury, or any other reason.
- HR will check the eligibility status and provide a leave balance to the Supervisor and employee within 48 hours or as soon as possible whichever first.
- HR will email a FML packet to the employee to get the doctor certification completed within 10 work days..
- HR will review the packet and inform the Supervisor of the approved FML dates.
- Supervisor is responsible for communicating with the employee and providing HR updates during the time of the leave.
- Supervisor will check that leave has been entered appropriately and enter the leave, if necessary.

Employee:

- Employees must notify the supervisor and HR of any leave request.
- HR will send the employee FMLA paperwork or the eFMLA link, Fitness for Duty form and Request for Accommodations if eligible.
- HR will review the packet and inform the employee of the covered FML dates.
- Employees are responsible for entering their leave in I-Visions..
- If FMLA is for the employee's own medical, the Fitness for Duty Form is required two days prior to their return date. The employee submits the Fitness for Duty form and Request for Accommodation form to HR (if needed).
- Workman's Compensation runs concurrently with FMLA

Special Leave Requests (when the employee is not eligible for FMLA or has exhausted FMLA)

- If an employee is ineligible for Family Medical Leave, a special leave can be requested through Human Resources and to Administration for consideration on a case by case basis. A special leave form and a medical certification will be sent to the employee to complete and return back to the HR office for review and consideration for approval.
- If the employee is on a continuous leave. The employee should communicate with his/her supervisor and HR for any updates or request for an extension.
- If approved, leave dates must be tracked and entered in the system.
- A Fitness for Duty Form or Return to Work Release form is required prior to returning to work, if the employee is taking leave for their own medical condition.
- Supervisor must notify if the employee is returning to work.

3-Day Absence Notification Form

Supervisor:

- If an employee is out more than 3-days of absence due to medical leave, the supervisor should submit this form to the HR office. With this submitted information the HR Department will be able to offer support of leave options for which the employee may qualify.
- As the Supervisor you will be notified and leave must be entered appropriately.
- Click on link: [3-Day Absence Notification Form](#)

Employee applying for Sick Leave Bank (must be member)

Refer to the Collective Bargaining Agreement (CBA) Article 11, page 15 [Collective Bargaining Agreement \(CBA\)](#) and Board Policy Manual. Section G: Personnel Policies G-3100, Sick Leave Bank, page 150 (16 January 2018) [Board Policy Manual Section G: Personnel Policies](#)

- An employee or family member who has no leave and has a catastrophic illness, serious accident, or disability may apply to the Employee Sick Leave Bank. The employee must contact Arielle John, Benefit Specialist at email johnar@centralschools.org or by phone: 505-598-1018 Ext 10126.
- An employee must submit an official Sick Leave Application request. A Physician's Statement form must accompany the request and submit to the Human Resources Department. Sick Leave Application can be found on CCSD homepage, click on link: [Sick Leave Bank Application](#).
- Employees must be experiencing either a catastrophic illness, disability, or serious accident that requires hospitalization and/or home confinement.
- The Sick Leave Bank Committee will meet to review the application and render a decision in writing within ten (10) working days.
- As the Supervisor you will be notified and leave must be entered.

Bereavement Leave

Refer to the Collective Bargaining Agreement (CBA) Article 10, Bereavement Leave, page 14
[Collective Bargaining Agreement \(CBA\)](#)

- Employees must notify the Supervisor following the death of someone identified under the immediate family definition in the Collective Bargaining Agreement. Employees may utilize days from the current year's paid leave. Employees may request up to five (5) days of paid leave, but if the employees paid leave is exhausted, may use accrued sick leave days.
- Additional days may be granted by the Supervisor and charged against the employee's accrued sick leave. If an employee has not accrued sick leave balance, employee may request up to five (5) days of unpaid leave.

Workman's Compensation (WC)

Refer to the Board Policy Manual. Section G: Personnel Policies G-1500, page 79 (16 January 2018)
[Board Policy Manual Section G: Personnel Policies](#)

Policy requires workers and supervisors to report any accident the same day it occurred.

- If an employee has an on-the job accident and needs emergency care, have the employee go to the nearest room or urgent care or call 9-1-1 for immediate help.
- Supervisor needs to complete the **FIRST REPORT OF INJURY OR ILLNESS** [Notice of Accident Form](#) as soon as is reasonable, even if you do not have all the information and submit to Martha Frazier, Human Resources Specialist at frazma@centralschools.org Phone: 505-598-1018 extension: 10125. The report can wait but the employee must get the care they need immediately if it is an emergency.
- If an employee does not need emergency care then, we as the employer will allow them to make their initial selection of a healthcare provider.
- WC must be submitted by HR within 72 hours from the knowledge of the accident by the employer or presentation of a notice of accident. HR will be given a claim number by WC to charge that may be provided to the Health Care Providers so medical bills are paid.
- If the employee is out of the office, WC will start to pay 66% of average weekly wages on the 8th day of injury that results in loss of time.
- Employees must apply for the Family Medical Leave (FML). FML and WC run concurrently together.