

Diman Regional Vocational Technical High School

FALL RIVER - SOMERSET



SWANSEA - WESTPORT

ROGERIO RAMOS, *Superintendent - Director*
rramos@dimanregional.org

BRIAN S. BENTLEY, *Assistant Superintendent - Director/Principal*
bbentley@dimanregional.org

251 Stonehaven Road
Fall River, Massachusetts 02723

Telephone: 508-678-2891
Fax: 508-679-6423

Leave of Absence Procedure

Step 1: Employee completes Request for Leave of Absence form and forwards it to the Human Resource Coordinator in the Business Office. The HR Coordinator will check if the employee is eligible for a leave of absence, as well as whether or not the leave is protected under the Family Medical Leave Act. The form will then be sent to the Principal for signature. A copy of the form will be kept in the employee's Personnel File.

Step 2: If the LOA is approved **but not covered under the Family Medical Leave Act**, the employee will be notified in writing.

Steps 3-5 apply to ONLY leaves of absence that are covered under The Family Medical Leave Act.

Step 3: If the leave is protected under the Family Medical Leave Act, the Human Resource Coordinator will send the employee a letter notifying them of their rights & responsibilities. As required, a form requesting information from a physician will also be included.

Step 4: Once all of the paperwork has been completed and returned to the Human Resource Coordinator in the Business Office, the Designation Notice will be sent (within 5 days of receipt of all documentation) to the employee to let them know whether or not their leave has been approved.

Step 5: A note from the employee's physician clearing the employee for duty is required upon the employee's return to work. The employee should give this to the Principal who will forward to the Human Resource Coordinator for the employee's file.