LEAVE OF ABSENCE REQUEST
PROCEDURE (HUM-P006)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process of requesting a leave of absence.

2.0 RESPONSIBILITY:

2.1 Administrative Assistant I-HR

3.0 APPROVAL AUTHORITY:

3.1 Chief Human Resources Officer

3.2 Human Resources Coordinator

4.0 DEFINITIONS:

4.1 Leave of Absence (LOA): A period of time an employee will be away from work.

4.2 CMCSS: Clarksville-Montgomery County School System

4.3 HR: Human Resources

4.4 Personnel Actions: Audit trail to document employee data in Munis.

4.5 FMLA: Family and Medical Leave Act

4.6 Non-FMLA: Non-Family Medical Leave

5.0 PROCEDURE:

5.1 Employee completes CMCSS Request for Leave of Absence/FMLA through the CMCSS online portal (Leave of Absence Portal) https://fmlaportal.cmcss.net/Requests and uploads the appropriate documentation when completing the online request.

   5.1.1 Employee Handbook includes detailed outlines of types of leave.

   5.1.2 If employee requests leave that qualifies as Paid Paternal Leave, the six weeks will be applied to the start of the leave prior to the use of sick leave or personal leave unless the employee specifically requests otherwise.

5.2 Immediate supervisor reviews and approves online request confirming they have been made aware of request.

5.3 HR will approve or disapprove leave after supervisor has approved.

5.4 HR personnel review online request and medical documentation for accuracy and completion.

   5.4.1 If online request and/or medical documentation are not completed and uploaded correctly, employee may be contacted for clarification.

5.4.2 If online requests and/or medical documentations are completed and uploaded to the online portal correctly, the portal will automatically forward requests to Chief HR Officer, or Human Resources Coordinator for approval/disapproval.

5.5 Notification letter generated by online portal is sent to employee if disapproved. Procedure ends at this point if LOA is disapproved.

5.6 Approved LOA request is forwarded to HR personnel for appropriate distribution.

5.6.1 LOA is entered into MUNIS under personnel actions entry.

5.6.2 Copy of LOA/FMLA or LOA/Non-FMLA and notification letter is attached to MUNIS file.

5.6.3 Notification letter and copy of LOA/FMLA or LOA/Non-FMLA are generated by online portal and sent to the employee.

5.6.4 Copy of notification letter and CMCSS Request for LOA generated by online portal is returned to immediate supervisor.

5.6.5 CMCSS Request for LOA with appropriate documentation is forwarded to Benefits.

5.6.6 Information is added to LOA tracker spreadsheet in the HR shared drive.

5.7 If starting or ending dates change, employee is required to notify HR in writing of the necessary changes. HR will determine if an extension request must be completed.

5.7.1 If employee is required by HR to complete an extension request for FMLA, Request for Extension Form (ref. HUM-F031) through the online portal is to be completed and submitted with proper medical documentation and the above process starts again.

6.0 ASSOCIATED DOCUMENTS:

6.1 CMCSS Request for Leave of Absence/FMLA (HUM-F016) https://fmlaportal.cmcss.net/Requests

6.2 CMCSS Request for Leave of Absence/Non-FMLA (HUM-F115) https://fmlaportal.cmcss.net/Requests

6.3 Notification Letter (generated through online portal)

6.4 Request for Extension (HUM-F031)   https://fmlaportal.cmcss.net/Requests

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
LOA paperwork	HR Office	Indefinitely	Permanent	Secured Office/Building

8.0 REVISION HISTORY:

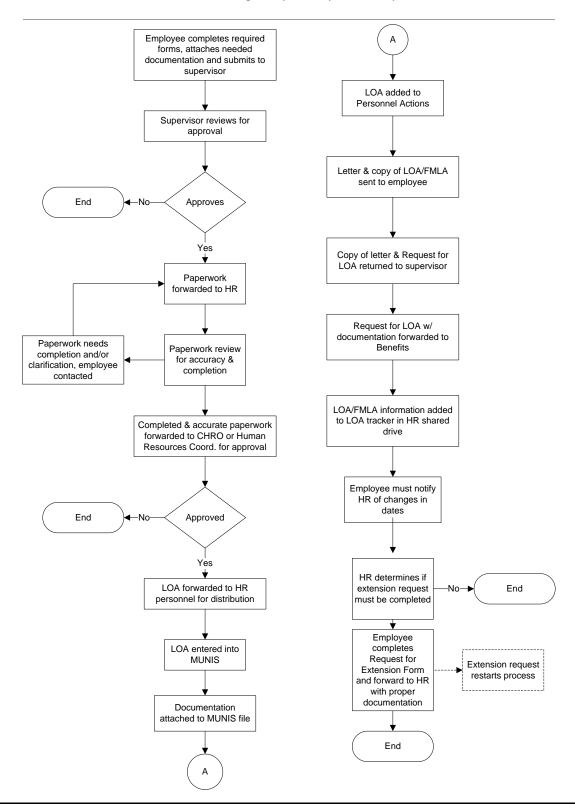| Date:	Rev.	Description of Revision:
12/11/03		Initial Release
4/27/06	A	Remove "and notification letter" from 5.6.6 and update flowchart
2/16/07	B	Updated to MUNIS and revise flowchart
9/03/08	C	Update titles and revise flowchart to reflect new titles
4/02/13	D	Update definition of LOA, update section 5.5.7 information is added to LOA tracker; update section 5.7 and 5.7.1 requirement to request extension of LOA. Removed BUD-P002 from Associated Documents. Updated Flowchart.
4/13/15	E	Updated logo, 2.1 changed responsibility, added 3.2 & 3.3, 5.4.2 added Employment Process Coordinator, removed 5.6.3 renumbered, 5.6.6 added spreadsheet.
10/30/15	F	Removed 3.1. Updated flowchart.
10/30/17	G	5.2: changed "approves/disapproves" to "signs confirming…". 5.3: removed "final" and added "or disapproval".
4/2/19	H	Changed "Employment Process Coordinator" to "Human Resources Coordinator" throughout procedure and flowchart.
6/22/20	I	Updates for non-FMLA throughout.
9/8/20	J	Changes made to 4.4, 5.1, 5.7.1, 6.1, and 6.4
8/6/21	K	Changes made throughout to reflect the move to the new Leave Request portal.
7/31/24	L	Minor change to denote how leave that qualifies as paid parental leave would begin (section 5.1.2).

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

* * * E n d   o f   P r o c e d u r e * * *

LEAVE OF ABSENCE REQUEST
PROCEDURE (HUM-P006)
Clarksville-Montgomery County School System