



Leave of Absence Process

Employee Responsibilities:

1. Leave of Absence Request

An employee must submit a Leave of Absence (LOA) Request for any absences, paid or unpaid (other than regularly scheduled vacation), which total in excess of 5 days. This must be done 30 days in advance of the expected leave of absence, or as soon as reasonably possible. Forms are located on the District website. Completed forms may be dropped off, faxed or mailed.

LUSD District Office

2508 Howard Ave.
Lakeport, CA 95453
Phone (707) 262-3000
Fax (707) 263-7332

Reasons for Leave of Absence:

Temporary Disability Leave (own injury/illness not work-related)
Work-Related Incurred Injury/Illness (LUSD claim forms must be completed)
Pregnancy/Disability (must include estimated due date)
Care for Newborn/Placed Child (must include date of birth or placement)
Unpaid Leave (all other reasons)
Care for Injured/Ill Family Member
Military/ Military Caregiver Leave/ Qualifying Exigency Leave

2. Medical Certification of Health Care Provider

Medical Certification is required in all cases for leaves of more than 5 consecutive work days, which are due to an employee's illness, eligible family leave or a family member's illness. Worker's Compensation laws require medical documentation of all absences of 3 days or more due to a work-related illness or injury. If additional leave is requested upon the expiration of the leave granted, recertification must be obtained by the employee.

3. Return to Work Certification

Return to Work Certification is required for leaves of more than 5 consecutive work days due to an employee's own illness.

Employer Responsibilities:

1. Designation of Family Medical Leave

The District shall designate Family and Medical Leave (FML), whether paid (e.g., vacation, sick leave) or unpaid leaves of eligible employees whose reason for leave is a FML qualifying reason. A letter explaining how leave will be applied will be sent once all required forms are received from the employee.