

Hillsborough CTA ESP Employee Leave Options

Health Leave	Personal Leave- Extended	Personal Leave- Short Term
<ul style="list-style-type: none"> ▪ Documented health condition to prevent you from working ▪ Uses accrued or banked sick PTO, then unpaid ▪ May be eligible for long-term/short-term disability pay through your own existing private policy ▪ Retain Board-paid health insurance premium (currently approximately \$600/month) through end of work year in which leave started; eligible to continue elected coverage through direct payment ▪ May not hold outside employment ▪ Permanent, non-probationary employee ▪ Up to 6 months, extendable into next work year if health leave begins in second semester 	<ul style="list-style-type: none"> ▪ No documented reason for personal leave necessary ▪ Unpaid ▪ Eligible to continue health insurance premium on elected coverage, but must pay Board-paid portion (currently approximately \$600/month) ▪ May not hold full-time (greater than 20 hours per week) outside employment, with very limited exceptions ▪ Permanent, non-probationary employee ▪ Completed 3 years of employment, and 1 personal leave allowed every 3 years ▪ Up to 1 work year 	<ul style="list-style-type: none"> ▪ When extenuating circumstances dictate ▪ One short-term personal leave permitted in a fiscal year ▪ Leave may not be extended, but a new leave may be requested, up to 30 total workdays per fiscal year
Maternity/Paternity/Adoption Leave	Family Care Leave	Educational Leave
<ul style="list-style-type: none"> ▪ Documented pregnancy or birth or adoption of dependent child ▪ Uses accrued or banked sick PTO, then unpaid ▪ Retain Board-paid health insurance premium (currently approximately \$600/month) through up to 12 weeks; eligible to continue elected coverage through direct payment if extended with different leave ▪ If medically necessary during pregnancy, then up to 12 weeks after birth/adoption of child; extendable with addition of different leave. ▪ May not hold outside employment ▪ Permanent, non-probationary employee ▪ Employees who are parents or guardians of the same dependent child may take separate maternity/paternity/adoption leaves for the birth or adoption of the child 	<ul style="list-style-type: none"> ▪ Documented health condition of eligible family member requiring your care and preventing you from working ▪ Uses accrued or banked sick PTO, then unpaid ▪ Retain Board-paid health insurance premium (currently approximately \$600/month) through first 12 weeks; eligible to continue elected coverage through direct payment ▪ Permanent, non-probationary employee ▪ Up to 12 weeks, but additional family care leaves may be granted for up to 18 months 	<ul style="list-style-type: none"> ▪ To participate in educational programs beneficial to employee's growth in their present or projected assignment in HCPS ▪ Unpaid ▪ Eligible to continue health insurance premium on elected coverage, but must pay Board-paid portion (currently approximately \$600/month) ▪ Permanent, non-probationary employee ▪ Completed 3 years of employment, and 1 educational leave allowed every 3 years
Military Leave	FFCRA Leave/PTO	General Instructions
<ul style="list-style-type: none"> ▪ Volunteer or drafted for military service during declared state or national emergency ▪ Unpaid ▪ Eligible to continue health insurance premium on elected coverage, but must pay Board-paid portion (currently approximately \$600/month) ▪ Up to 4 years unless declared emergency continues to exist 	<ul style="list-style-type: none"> ▪ PTO up to 10 days (full salary up to \$511/day) if you are seeking or diagnosed with or ordered to quarantine if suspected of exposure to COVID-19 ▪ PTO up to 10 days (2/3 salary up to \$200/day) if you, dependent, or eligible family member is ordered to isolate due to high risk of complications due to COVID-19 ▪ PTO up to 10 weeks (2/3 salary up to \$200/day) if your dependent child's childcare closes or is otherwise unavailable due to COVID-19 	<ol style="list-style-type: none"> 1. Complete applicable Leave Forms available through IDEAS 2. Submit through school/site principal or supervisor's secretary or to Leave Specialist in IDEAS 3. Notice requirement to request leaves has waived for fall 2020, but may send Leave Request form first, pending receipt of any required documentation