

Hillsborough CTA Instructional Employee Leave Options

Health Leave	Personal Leave	Family Care Leave
<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 ▪ Up to full work year extendable through next work year if health leave begins in second semester ▪ May not hold outside employment ▪ HCPS employee for one semester or more ▪ May take up to two continuous leaves for the same health condition, up to three if health leave begins in the 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 hold outside employment, though doing so will place you in the assignment pool upon return; however, teaching in another Florida public school is only permissible under limited circumstances ▪ HCPS employee for one semester or more (<i>Exception:</i> employees of less than one semester may be <i>approved</i> for short-term personal leave of up to 60 days) ▪ Up to 2 personal or other (non-health or family care) leaves within a 5-year period 	<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 ▪ Up to full work year; extendable through next work year if family care leave begins in second semester ▪ May hold outside employment if not during work hours after first 12 weeks ▪ HCPS employee for one semester or more ▪ May take up to 2 continuous family care leaves for the same condition
Maternity/Paternity/Adoption Leave	Professional Leave	Charter Leave
<ul style="list-style-type: none"> ▪ Documented 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 ▪ Up to 12 weeks; extendable with addition of different leave ▪ May not hold outside employment ▪ HCPS employee for one semester or more ▪ 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"> ▪ For full-time professional study at a college or university in an area related to education, study or work related to state or national scholarship or grant, Peace Corps service, or teaching experience in a foreign country ▪ Unpaid ▪ Eligible to continue health insurance premium on elected coverage, but must pay Board-paid portion (currently approximately \$600/month) ▪ HCPS employee for one semester or more ▪ Up to 3 consecutive or 2 non-consecutive professional leaves within a 5-year period 	<ul style="list-style-type: none"> ▪ For full-time employment with Hillsborough County public charter school ▪ Unpaid ▪ Eligible to continue health insurance premium on elected coverage, but must pay Board-paid portion (currently approximately \$600/month) ▪ HCPS employee for one semester or more, but leave must run concurrent with academic year ▪ Will be placed in spring second pool if/upon return to HCPS
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