

# Frequently Asked Questions

## Employee Notice Requirements

If you are absent or expecting to be absent for ten (10) consecutive workdays and/or more, you will be required to file a Leave of Absence packet with the Office of Employee Benefits, room 108.

Consecutive absences of nine (9) days or less will be handled by the Administrator/Supervisor. You will be required to submit documentation supporting your absences.

Failure to provide supporting documentation for any absences may result in further disciplinary action.

The Leave of Absence packets are available in the Office of Employee Benefits room 108 or online <http://www.scsk12.org/benefits-for-active-employees/leave-of-absence>

Please submit original copies.

**Note to all employees (excluding hourly employees): If any portion of your Leave of Absence is unpaid, upon your return to work your salary will be recalculated according to the number of scheduled workdays and pay periods remaining in the school year.**

**What paperwork is required before returning back to work?** You must report to the Office of Employee Benefits five (5) business days prior to the end of your approved leave of absence. The reinstatement form must be signed by the Leave Administrator prior to returning back to work. Failure to comply may result in a delay of the processing of your leave return which could delay your paycheck.

After the reinstatement form has been signed by the Leave Administrator, you will receive a copy for your records and a copy to submit to your supervisor/manager upon your return to work.

## **Benefits Continuation while on a Paid Leave of Absence**

While on an approved paid leave of absence, the premiums for medical, dental, vision, basic life, flexible spending account, Minnesota life (supplement life) and Standard (long term disability) insurance will continue to be deducted from your paycheck.

## Benefits Continuation while on an Unpaid Leave of Absence

While on an approved unpaid leave of absence, you will be responsible for paying medical, dental, vision, basic life, flexible spending account, Minnesota life (supplement life) and Standard (voluntary long-term disability) insurance premiums.

Each voluntary benefit is administered by the corresponding insurance carrier. You will be required to make payments for voluntary premiums directly to the outside carriers. The carriers include: AFLAC, American Fidelity, NEA, NTA, etc.

### Making Payments

**If you are on an approved leave of absence and go into unpaid status, you will receive a monthly invoice for medical, dental, vision, basic life, flexible spending account, Minnesota life (supplement life) and Standard (long term disability) until your return to active employment.**

**Failure to receive an invoice does not relieve you from your responsibility of making timely premium payments. Failure to submit your payments will result in the termination of the insurance coverage for non-payment.**

The payments should be made every pay period directly to the Office of Employee Benefits, room 108. Checks and money orders are made payable to: Shelby County Schools. Failure to submit your payments will result in the termination of the insurance coverage for non-payment. You will have the option to re-elect health insurance coverage within thirty (30) days of your return from the approved leave of absence. If you miss the thirty (30) day window, you will have the opportunity to re-elect coverage during the next health insurance open enrollment period.

A Statement of Health form must be completed and submitted to Minnesota Life for re-enrollment approval in the Basic Group Life Insurance. The Statement of Health forms are available in the Benefits Office, room 108.

A Statement of Health form must be completed and submitted to Standard Insurance Company for re-enrollment approval in the Long Term Disability plan.

***\*Note to Teachers/Instructional employees only:*** If leave is taken more than five (5) weeks prior to the end of the semester, and the return to employment is within three (3) weeks of the ending semester, the teacher will not be able to return until the first day of the next semester.

If the leave is taken five (5) weeks prior to the end of the semester, and the return of employment is within two (2) weeks of the ending semester, the teacher will not be able to return until the first day of the next semester.