

## DCPS LEAVE OF ABSENCE (LOA)

Employees requesting unpaid Leave of Absence must apply by contacting DCPS Human Resources at (904) 390-2065. Employees may apply for the following types of LOA:

- Family Medical Leave (FMLA)
- Personal Health Leave
- Personal Leave
- Professional/Educational Leave
- Military Leave
- On the Job Injury (OJI)

### The following actions are required by the employee prior to the start of your unpaid LOA.

- Apply for LOA by contacting DCPS Human Resources at (904) 390-2065. LOA paperwork is also available at [www.duvalschools.org](http://www.duvalschools.org) under HR Info.
- Contact the Payroll Department at (904) 390-2022 to advise the Payroll Representative assigned to your work location of your intent to go on LOA.
- Contact the Employee Benefits Department at (904) 390-2887 for the following information:
  - Any changes, including Adding/Deleting a dependent or an insurance benefit must be completed WITHIN 30 DAYS from the leave or return from leave event.
  - Claim Forms for Long Term Disability or Hospital Indemnity.
  - Expected payroll deduction adjustments upon return from leave.
  - To give authorization to deduct insurance premiums from equalization pay.

### Employees on LOA are eligible for certain benefits depending on the type of leave:

- If you are on a Board-approved, non-FMLA unpaid LOA, your employer-paid group health plan and life insurance will continue for 30 calendar days from the effective date of leave.
- If you are on a Board-approved, FMLA LOA, the employer paid health plan will continue for 84 days and life insurance for 30 days from the effective date of the LOA.
- Employees approved for On-the-Job Injury/Worker's Comp (OJI/WC) will continue to have employer paid basic health and life insurance coverage as long as the LOA is classified as OJI/WC.
- You must properly complete all applicable forms and provide all documentation required by Human Resources for an approved unpaid LOA.
- Employee Benefits will mail you a payment schedule for continuation of Health, Life, and Accidental Death & Dismemberment insurance premiums.
- FBMC will bill you for Dental, Vision, UNUM LTC, UNUM Whole Life, Trustmark Universal Life, Trustmark Critical Illness, Trustmark Cancer, AFLAC Cancer, AFLAC Intensive Care, AHL Hospital Indemnity, UNUM Group Critical Illness, UNUM Critical Illness premiums that you wish to continue. If you have any questions, contact FBMC at 1-800-342-8017
- Dependent Care FSA cannot be continued while on Board-approved unpaid LOA.
- You may qualify to prepay your deductions while actively at work prior to your unpaid LOA. Please call Employee Benefits at (904) 390-2887 to make arrangements for payments.

### Requirements to Add a Newborn to DCPS Health Insurance Plan

All employees adding a newborn child to their health plan, even though they already have child, spouse or family coverage, **MUST** complete a new employment form in the Employee Benefits Department and provide verification of birth certificate or foot prints **WITHIN 30 DAYS** from the date of birth of the newborn.

Please be prepared to make a one month premium payment at the time Newborn is added, unless you currently have child or family coverage. If you have any questions, please call Employee Benefits at (904) 390-2887 or (904) 390-2353.

**Note: If both the husband and wife work for DCPS, you may be eligible for our Flex to Spouse Option. (See DCPS Benefits Overview Section for more information about the Flex to Spouse Option)**