



## Leaves of Absence

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### Step 1

Contact your Principal or Supervisor to notify them of your need for a leave.

### Step 2

Contact Kimberly Sanderson in the Human Resources Department at **(610)579-7387** or **sanderk@garnetvalley.org** to set up an appointment to meet with the Human Resources and Payroll/Benefits departments.

### Step 3

You have the option of having a GVEA representative with you at your meeting with the Human Resources Department.

### Information to Bring to the Meeting

1. Tentative start date of your leave
2. Tentative return to work date

### Items discussed at Meeting

At the appointment you will meet with representatives from the Human Resources Department along with Payroll and Benefits. When we meet, please be prepared to provide the tentative start date for your leave and, if known, a potential return date. We will then discuss the different leave options available to you based on the law, district policy and the collective bargaining agreement. During our meeting we will provide you with the appropriate leave forms based upon the type of leave you are requesting. Some of the topics discussed will be:

- **Family Medical Leave Act (FMLA)**
- **Uncompensated Leave (UCL)**
- **Tentative leave dates**

- **Effects of the leave on your pay**
- **Health benefits**
- **Salary step advancement following your leave**