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JWE Administrative Center · 24661 Lahser Road · Southfield MI 48033 · Phone 248.746.8987 · Fax 248.746.8926 · www.southfield.k12.mi.us

August 06, 2015

TO: All Southfield Public Schools Employees

RE: Leave Policy

Effective immediately, employees absent for five or more consecutive days are required to submit a Request for Leave of Absence form for approval to the Division of Human Resources. If the leave is due to personal illness a physician’s written excuse must accompany the Request for Leave of Absence form. This documentation should be submitted immediately upon knowledge of the leave (in advance where possible). Any leave beyond five days will be considered under the Family Medical Leave Act (if eligible).

Employees requiring a leave for five or more consecutive days to care for a family member (child, spouse or parent) must also submit a Request for Leave of Absence form for approval to the Division of Human Resources. A physician’s written proof of medical necessity must accompany the Request for Leave of Absence form. Any leave beyond five days will be considered under the Family Medical Leave Act (if eligible).

Administrators and/or Secretaries, who are aware of any such leaves, should ensure the employee has contacted Human Resources.

Employees who wish to take a leave under the Family Medical Leave Act (i.e. personal illness, maternity/paternity/parental, or to care for a seriously ill spouse, child or parent) should notify Human Resources promptly (in advance where possible). A leave packet will be prepared with forms to be completed by the employee and the necessary physician. During an FMLA leave, employees are required to use their own personal (sick/vacation) leave bank time.

Employees on a paid leave of absence from the District will continue to have their insurance premiums deducted from their bi-weekly payroll to maintain their insurance coverage. Employees on an unpaid medical or FMLA leave may be allowed to continue under the group health plan and must ensure their insurance premium payments are forwarded to Human Resources by the designated due date to maintain insurance coverage.

Employees who wish to use Voluntary Short Term Disability coverage during a leave of absence must first exhaust their own personal leave bank. The Division of Human Resources will not complete/submit any applications for Disability to any insurance carrier, prior to the employee’s leave being exhausted.

SOUTHFIELD PUBLIC SCHOOLS STATEMENT OF NON DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY

Southfield Public Schools does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Title VI Coordinator—Dan Bully, JWE Administrative Center, 24661 Lahser Rd., Southfield, MI 48033, 248/746-8541; Title II & Title IX Coordinator—Lynda Wood, JWE Administrative Center, 24661 Lahser Rd., Southfield MI 48033, 248/746-8580; Section 504 Coordinator George Chapp, Division of Instruction @ University High School Academy, 24815 Lahser Rd., Southfield, MI 48033, 248/746-4328.