



DISTRICT PROVIDED LEAVE GUIDANCE

NKC SCHOOLS LEAVE ELIGIBILITY		
Approved Paid Leave (APL)	Newly hired employees must have been employed one day of the current contract year to qualify for leave	Existing leaves available on an ongoing basis.
Carry-Over Paid Leave (CAPL)	APL and attendance incentive days not used for leave or the cash-out option carried over to the following year of employment.	
Short Term Medical Leave (STML)	All benefit eligible District employees who have physically worked one calendar year from the date of hire and found eligible for FMLA.	
Regular Family and Medical Leave Act (FMLA)	All District employees who have worked 12+ months and at least 1250 hours in the prior 12 months for the district.	

The next page provides a chart outlining types of district provided leaves available to the employee. For more information, please refer to the Employee Responsibilities and FAQs document.

To request accommodations, please contact Melody Wood at 816-321-6508 or melody.wood@nkcschools.org to obtain a form.

In some instances, more than one leave type may be available. To receive the most beneficial leave available, review this chart from left to right.



EXISTING NKC SCHOOLS LEAVES

<p>Employee unable to work due to the following:</p>	<p>Approved Paid Leave (APL)</p>	<p>Carry-over Approved Paid Leave (CAPL) <i>CAPL is available only after APL has been exhausted.</i></p>	<p>Vacation Time <i>Available to 12-month employees only</i></p>	<p>Short Term Medical Leave (STML) <i>Hours you must pay back to the District from future APL hours at the rate of pay you are receiving when paid back, per policy.</i></p>	<p>Regular Family and Medical Leave Act (FMLA) <i>Serious health condition for employee, spouse, child, or parent</i></p>
<ul style="list-style-type: none"> •Employee or someone who lives in employee’s home is a vulnerable individual •Employee’s or family member’s personal health condition unrelated to COVID-19 •Employee is sick with COVID-19 like symptoms but has not sought diagnosis or treatment from a physician and has chosen to self-quarantine •Employee’s parent, spouse, or child is sick with COVID-19 like symptoms but has not sought diagnosis or treatment from a physician and has chosen to self-quarantine and employee must care for them 	<p>Employee eligible to use their own time off Per board policy GCBDA and GCBA</p> <p>Must complete and submit a request for leave to your direct supervisor</p>		<p>If Applicable</p>	<p>If elected, APL, CAPL, and vacation time must be exhausted. Employee may borrow up to a maximum of 30 days.</p>	<p>Could be a “serious health condition” covered under the regular FMLA rules if employee qualifies or regular FMLA leave.</p>