



Medical Paid Leave

What is Medical Paid Leave:

LCPS will pay six (6) weeks of 100% pay after the employee has been absent 30 working days for a Serious Health Condition of the employee or their spouse, child, or parent.

What are the requirements to be eligible for Medical Paid Leave for your own serious health condition?

- Be employed with LCPS for one year (365 days) in a full-time benefits eligible position in the year immediately preceding the event date.
- Be approved for leave under Policy 7716 - Family & Medical Leave (FMLA), Policy 7712 – Sick Leave or, Policy 7722 - Leave Without Pay.
- Apply to receive short-term disability from the Reed Group or New York Life when absent for your own serious health condition.
- Be absent for 30 working days due to your own serious health condition.

What are the requirements to be eligible for Medical Paid Leave for an employee's family member's serious health condition?

- Be employed with LCPS for one year (365 days) in a full-time benefits eligible position in the year immediately preceding the first day of leave.
- Be approved for leave under Policy 7716 - Family & Medical Leave (FMLA), Policy 7712 – Sick Leave or, Policy 7722 - Leave Without Pay.
- Be absent for 30 working days due to the serious health condition of a spouse, child, or parent.

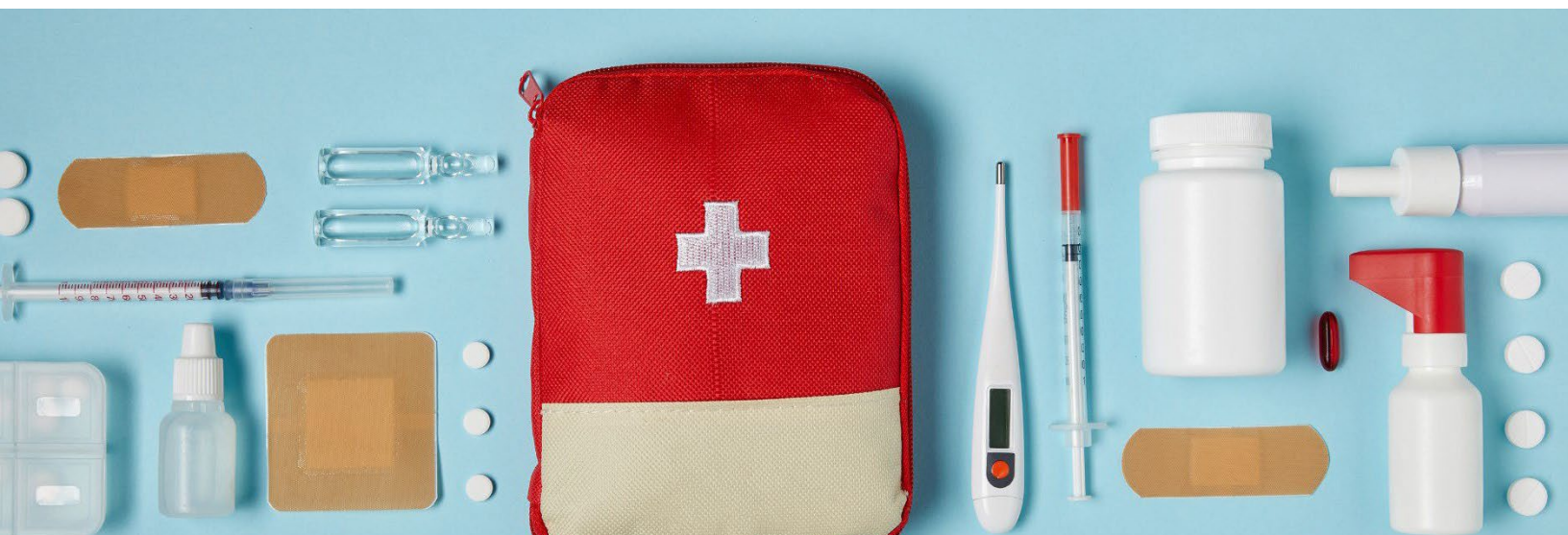
If you meet all the requirements, here are your next steps:

- Complete leave packet at least two (2) weeks prior to your first date of absence (or as soon as practicable). Forms may be submitted through our [Leave Form Submission Portal](#).
- If you are an employee with a serious health condition, you must file for short-term disability 2 weeks **prior** to your estimated first day out, or as soon as practicable from your first day out. A short-term disability flyer is enclosed in the FMLA/leave packet. **Applying for short-term disability is the employee's responsibility and is a separate process from applying for FMLA or Medical Paid Leave.**
- Apply for Medical Paid Leave using the [Paid Leave Application](#) **after** you have been approved for more than 30 working days of leave. If your illness is related to your own serious health condition, you will be required to provide the date you applied for short-term disability.

What happens after six weeks of Medical Paid Leave?

Approved unpaid job and benefit protection will continue as documented under the appropriate leave policy. For the first six (6) weeks of the approved leave period, you will use your available sick, personal/annual leave or leave without pay. The following six (6) weeks you will receive 100% pay.

Please note that failure to follow the procedures outlined above may result in a delay or ineligibility for Medical Paid Leave. No Medical Paid Leave requests will be approved more than 60 working days retroactively from the start of your leave.



Medical Paid Leave FAQs

Q: What are the eligibility requirements for Medical Paid Leave?

A: You must be employed by LCPS in a benefits-eligible position for 12 months immediately preceding the event date and you must be approved for an absence related to a serious health condition under FMLA or School Board policy 7712 or 7722. If the absence is related to your own serious health condition, you must also apply for short-term disability.

Q: I anticipate that I will have to take intermittent leave throughout the year for different reasons, such as for myself, for child, for parent, etc. When will I be eligible for the medical paid leave?

A: You would be eligible for paid leave if you meet the eligibility requirements and are approved for an absence related to a serious health condition under FMLA or School Board policy for yourself or your child, parent or spouse. If the leave is for the same person, consecutive and/or intermittent, you will be eligible for paid leave after you have been absent 6 weeks/30 working days. Please submit your application for Medical Paid Leave once you have submitted an Intermittent Leave Tracking form reporting your 31st day of absence. If you submit your Medical Paid Leave application prior to your 31st day of absence, your application will be denied.

Q: My parent lives out of this area, and I must leave immediately. Can I file for leave once I get to my destination?

A: You should apply for job and benefit protected leave as soon as possible in emergency situations. However, any Medical Paid Leave application submitted beyond the 60th working day out will not be approved.

Q: I forgot to file for approved job and benefit protected leave due to my own serious health condition and I have been out more than 60 working days. Can I still apply for Medical Paid Leave?

A: Applications for approved job and benefit protected leave and Medical Paid Leave can only be approved 60 days retroactively from the first day out.

Q: My child's daycare had an illness outbreak (flu/RSV/COVID, etc.) and closed for 10 days. Am I eligible for Medical Paid Leave?

A: You would be eligible for Medical Paid leave if your absence is supported by medical documentation related to the serious health condition of your child, you are approved for job and benefit protected leave and you are absent 6 weeks/30 working days.