



Director Reference: Employee Leave Types and AbsencePro Process

For *all* employee leave requests (medical, parental, ADA, Jury duty, etc.), the process must begin with AbsencePro. When an employee contacts you, instruct them to immediately reach out to **AbsencePro Management**. AbsencePro manages and tracks all leaves, handles required documentation, and communicates directly with employees. They are the primary resource for specific employee questions. (AbsencePro will keep HR informed of requests.)

Share the AbsencePro flyers ([found here](#)) with your staff and post them in the employee lounge area.

Maternity Leave:

Full-time employees who have been with BBMA for less than one year are eligible for unpaid maternity leave, which begins at the time of the baby's birth. This leave duration is between 6 and 8 weeks, contingent upon a medical recommendation.

To process this unpaid leave of absence, the employee must submit a completed leave of absence form (contact HR for the form) and a doctor's note. The employee initiates this process by working with their Director, who then collaborates with HR to finalize the processing and approval of the leave request.

Parental Leave:

BBMA offers eligible full-time employees, after one year of service, 50% paid parental leave for a maximum of six weeks.

Additionally, these employees are eligible for the Family and Medical Leave Act (FMLA), a federal policy that protects an employee's job during medical leave. Eligible full-time employees are allotted 12 weeks of FMLA per year.

To ensure proper processing, the employee's manager must manually enter the parental leave pay in Procure. Always coordinate with Kim G. when manually processing parental leave in the system.

LEAVE OF ABSENCE - if employee does not qualify for FMLA

BBMA typically approves up to 4 weeks for an unpaid leave of absence request. The final decision on whether to approve an LOA request rests with the School Director/DM.

Before Approving, Please Consider the Following Factors:

- Can you generally approve this request at any given time for any given employee, ensuring fair and equitable practices for all? (e.g., be mindful of peak holiday seasons when many PTO requests may be submitted)



- Do you have coverage for the employee's leave dates? Hiring a new employee to cover the position could be considered an "undue hardship" on the school.
- Will this extended leave pose a hardship for your school?
- Is this employee in good standing?

Notes pertaining to All Approved Leaves

- **Always notify Tomi Laditan (tladitan@bbmacademy.com) of an employee's last day at work and their first day back so their status can be updated in Paycor. [LOA Form](#)**
- Any available PTO the employee earned before the start of their leave must be applied to their time off.
- Employee benefits will continue during their absence; however, the employee will be responsible for any premium payments upon their return. Employees also have the option to manually pay their premiums via money order while they are out on leave. Please connect with Tomi Laditan to set this option up.

For regular unpaid time off that does not fall under the leave categories above, you can utilize [this form](#).

For general benefit questions, use the contact information on [this flyer](#).