



Binghamton City School District

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PROCEDURES FOR TAKING LEAVE:

- Fill out digital form on the BCSD Personnel Website:
 - Go to Departments click on Personnel
 - Click **Personnel Resources** on the left of the Personnel webpage
 - Under Forms, click on Leave Request Form. Fill out your information and click submit. You will get an email confirming your submission.
 - The form will automatically go to Personnel.
- If you are taking medical leave for yourself or a family member, you must submit a Doctor's note to Cindy O'Shea, Benefits Assistant, in the Personnel Office.
- Notify your immediate supervisor.
- If requesting sick bank, send a letter that includes dates and the reason along with a copy of your Doctor's note to Camille O'Brien at Columbus.
- You are still responsible for reporting your absences as you normally would.

MATERNITY LEAVE:

- Fill out the digital leave form found on the BCSD Personnel webpage and click submit.
- Send Doctor's note to Personnel office.
- Notify your immediate supervisor
- Once your baby is born, notify Cindy O'Shea, Benefits Assistant, to add your baby to your health insurance.
- Please stay in contact with Personnel and your Supervisor regarding your leave
- You can use your accruals for paid maternity leave or apply to the sick bank. You are allowed 6 weeks for a normal delivery and 8 weeks for a C-section. You must submit a note from your Dr. stating how many weeks you will be off and your approximate RTW date.
- If you plan to take extended time past your 6 – 8 weeks, you must submit a letter requesting unpaid time off to Tonia Thompson at least 30 days prior to your unpaid leave.
- You will be responsible for your health care premium if you are on unpaid leave

Educating, empowering and challenging all students to become productive, global citizens through innovative approaches to learning.

Medical Leave:

- Fill out the digital leave form found on the BCSD Personnel webpage and click submit.
- Send Doctor's note to Personnel Office
- Provide your approximate return to work date
- If applying for sick bank, send a copy of your Doctor's note along with a letter to Camille O'Brien at Columbus.

Family Medical Leave Act (FMLA):

- Fill out the digital leave form found on the BCSD Personnel webpage and click submit.
- Send the Doctor's note to Personnel. You will need to submit a Doctor's note if you are taking time off to care for a family member.
- Provide your approximate return to work date.
- If your FMLA is approved, you will be sent FMLA paperwork.
- You will be responsible for your health insurance premium if you are on unpaid leave.
- FMLA for the birth or adoption of a child allows for you to use 6 weeks of your accruals. Any time beyond 6 weeks will be unpaid.

Failure to follow these procedures could result in a loss of pay.

It is your responsibility to inform Personnel of any changes in your leave. We ask that you check your District email periodically for any correspondence regarding your leave. If there is any change in your return to work date, we must have a new note from your Doctor.

Upon returning to work, please follow the Return to Work Policy.