

# LEAVE OF ABSENCE AND ACCOMMODATION INSTRUCTIONS

## Lansing School District

### Leave of Absence and Accommodation Process

1. Complete the New Leave Request form at <https://www.leavesolutions.com/newleaverequest/> or reach out to your dedicated consultant, Terry, at 414-710-4265 or Terry@leavesolution.com.
2. Flores Leave Solutions will reach out to you with any follow up questions and instructions within one business day.
3. Flores Leave Solutions will notify Human Resources about your leave of absence request for scheduling purposes.
4. Watch for a packet in the mail or via email from Flores Leave Solutions with instructions and forms for you and your health care provider to complete.
5. Give the required forms to your health care provider and ask them to fax them to Flores Leave Solutions at 866-780-1243.
6. Flores Leave Solutions will review the information from your provider and reach out to you with any questions.
7. Flores Leave Solutions will call you with the decision and follow up with a written confirmation.

### Pay Information

You may choose to use your available paid time off (PTO) during your leave of absence or take the time unpaid. Any paid leave will run concurrently with your leave entitlement.

### Benefit Deduction Information

Please reach out to Steve Tapia at [steve.tapia@lansingschools.net](mailto:steve.tapia@lansingschools.net) in Human Resources to arrange payments for any missed benefit deductions while on leave. If payments are not made timely, your group health insurance may be cancelled, provided that your employer notifies you in writing at least 15 days before the date that your health coverage will lapse.

### Changes to Your Leave of Absence

Please notify Flores Leave Solutions if there are any changes to the estimated frequency or duration of your leave of absence or changes to your accommodation needs.