

EMPLOYEE HEALTH SERVICES FAQ's

Personal Illness

Can I fax or email my SEH3 absence form(s)?

No. EHS must receive the original form completed by you and the doctor.

Can I submit one (1) SEH3 absence form for the entire absence?

No. You must submit one SEH3 absence form for each pay period during your leave.

Does my Administrator/Principal need to sign my SEH3 absence form?

No. Send your completed SEH3 form(s) to EHS for processing, our address is at the top of the form.

Do I need to call out to my location and code my absences?

Yes. You are responsible for notifying your location of your leave and entering the absence in the automated system.

Can I use my SEH3 absence form or the FMLA application in place of a medical report when I come in for an appointment with the School District doctor?

No. You must bring a detailed medical report from your doctor as instructed on your initial appointment letter. Your detailed medical report should include: your diagnosis, treatment, estimated length of time you'll be out of work and any other information your physician deems as relevant.

Do I need to send my SEH3 forms or medical reports to my location?

No. Your medical information should never be sent to your location. All medical reports and SEH3 absence forms should be sent directly to EHS.

Do I need to submit a doctor's note if I am out sick for 3 consecutive days?

No. You should submit the SEH-86 absence form to your school secretary or supervisor.

If I have approved FMLA protection, do I still need to submit absence forms?

Yes –

- If you are out sick for 1 – 3 days, you must submit the SEH-86 absence form to your school secretary or supervisor.
- If you are out sick for more than 3 consecutive days, you must submit an SEH3 absence form to EHS at the end of each pay period during the leave.

Family & Medical Leave Act (FMLA)

What is the FMLA?

The Family & Medical Leave Act (FMLA) is a federal regulation that provides eligible employees with protections for leave taken for specified family and medical reasons. FMLA protection can be requested for intermittent absences or an extended leave.

How does FMLA work?

Approved FMLA protection runs concurrent with the type of leave you are taking. Following is an example of how the FMLA regulation would protect me if I called out sick frequently due to a medical condition:

I suffer from migraine headaches and have called out sick on 8 different dates. If I do not have approved FMLA protection, I would be written up for excessive absences (i.e. SEH-204). However, if I do have approved FMLA protection (for the medical condition of migraine headaches), my 8 separate sick leave absences would not be considered as occurrences which would protect me from being warned or written up for my absences.

Can any School District of Philadelphia employee apply for FMLA protection?

Yes, every School District of Philadelphia employee can apply for FMLA protection BUT not every employee will meet the federal eligibility requirements for FMLA protection.

What are the federal eligibility requirements for FMLA protection?

- You must have completed 12 months (1 year) of employment with the School District of Philadelphia as of your FMLA beginning date; AND
- Your work hours total for the year prior to your FMLA beginning date must equal 1,250 hours; AND
- You must work at a location with 50 or more employees within a 75-mile radius of your work site.

All three of the above requirements must be satisfied for FMLA eligibility.

How do you determine if I have worked 1,250 hours?

Your attendance history and payroll records for the year BEFORE your FMLA beginning date are reviewed for FMLA eligibility. Absences taken during the year before your FMLA beginning date are NOT counted as working hours for FMLA eligibility. All additional hours that you worked during the year before your FMLA beginning date ARE counted as working hours for FMLA eligibility. For example:

You request a FMLA beginning date of September 1, 2018. Your attendance & payroll history for the dates of September 1, 2017 – August 31, 2018 will be reviewed. All of your absences taken during that year AND all additional hours worked (EC, overtime, prep, summer) during that year will determine the number of hours that you worked. If your work hours total is 1,250 hours or above, you meet the 1,250 hours worked requirement; but if your work hours total is below 1,250 hours, you would not meet the 1,250 hours worked requirement.

How do I apply for FMLA protection?

Download the SDP FMLA cover page, complete it and return it to EHS via: email (fmla@philasd.org), fax (215.400.4663), US mail, interoffice mail or drop it off at our office.

How long does it take to find out if I'm eligible for FMLA protection?

It typically takes 1 – 2 weeks for employees to receive a FMLA notification letter via US mail.

I don't want to wait for a FMLA eligibility letter. Can't I just download the FMLA medical certification, get my doctor to complete it, and send it to EHS?

You can but may run the risk of paying the doctor's office to complete the FMLA medical certification and later finding out that you don't meet the federal eligibility requirements. However, if you are fairly certain that you will meet the federal eligibility requirements, you can submit the FMLA medical certification (make sure you also download, complete, and send the SDP FMLA cover page with the completed medical certification).

I'll be out on sick leave for 8 weeks for a surgery, do I need to apply for FMLA?

You don't need FMLA protection for a consecutive leave but it is your right to apply for FMLA protection for your extended sick leave. Just remember, that if approved, the FMLA protection will run concurrent with your 8-week sick leave.

If I have approved FMLA protection, how do I call out to my location?

It depends on the type of leave you have approved FMLA protection for:

- If you have approved FMLA protection for your own medical condition, you would call out sick (code 04)
- If you have approved FMLA protection to care for a family member, you would call out for illness in family (code 31).

The approved FMLA protection will run concurrent with your leave (or individual absences if you're calling out intermittently).

Maternity/Parental Leave

I'm pregnant. What should I do?

Contact EHS to receive a Maternity Information letter. This letter will provide information about the School District of Philadelphia's maternity/parental leave.

When does my maternity leave start?

Maternity leave begins on the day you give birth.

My doctor wants me to stop working before I give birth. What should I do?

Contact EHS immediately. You must provide a detailed report from your doctor stating the medical reason(s) you must stop working prior to giving birth. The medical report will be reviewed by the School District medical professional, and you will be notified of your status shortly thereafter.

How much time can I take off after I give birth?

It depends on the manner of delivery: 6 weeks for a vaginal delivery; 8 weeks for a c-section delivery. Additionally, you can elect to take a partial or full 89-day unpaid parental leave following the 6 or 8 week maternity leave.

When should I add my newborn to my benefits?

You must enroll your newborn within 30 days of the birth. Complete the enrollment application (found at the Office of Employee Benefits website) and return it to the Office of Employee Benefits. You may fax the application and a copy of the hospital record (215-400-4631) or email both to benefits@philasd.org. Call (215-400-4630) to confirm receipt of the application and hospital record.

My wife is pregnant, what type of leave can I take?

If your wife is experiencing medical issues prior to giving birth and you take time off to care for her, you would take illness in family leave (absence code 31). You should also apply for FMLA protection for your illness in family absences to prevent any disciplinary action for the absences.

My wife has given birth, what type of leave can I take?

If your wife delivers vaginally and there are no medical issues for her or the newborn, you can request your 3 personal days (if you have not used them) plus elect to take a partial or full 89-day unpaid parental leave.

If your wife delivers via c-section and you take time off to care for her, you can take illness in family leave (absence code 31). You receive 50% of your regular pay for this leave and must submit SEH-3 absence forms signed by your wife's physician (if your absence will last longer than 3 consecutive days). You must submit one SEH-3 absence form for each 10 day period of your absence.

Restoration to Health Sabbatical

Do I have to use all of my sick days before I can take a Restoration to Health Sabbatical?

No, you do not have to use all of your sick days before you take a Restoration to Health Sabbatical.

What happens if I can't return to work at the end of my Restoration to Health Sabbatical?

The only way you do not have to return from a Restoration to Health Sabbatical is if you submit medical documentation stating you are disabled and cannot return. This must be approved by Employee Health Services.

Will I receive pay during my restoration to health sabbatical?

You will receive 50% of your regular wages during a restoration to health sabbatical.

Will I still have my medical benefits during my restoration to health sabbatical?

Yes, your medical, health and life insurance benefits remain intact during your restoration to health sabbatical.

If I only take a half-year restoration to health sabbatical, how long will I have to take the second half?

You have two years to complete the sabbatical.

When can I take another restoration to health sabbatical – if I take the entire year?

If you take a full restoration to health sabbatical, you will not be eligible to take another sabbatical leave until 7 years after the start of your last sabbatical. (For example: if the approval (start) date of your sabbatical is 02/01/2012, you will not be eligible to start another sabbatical until 02/01/2019.)

For More Information go to the district's website – *Office of Employee Health Services*

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