

**FAMILY PARAPROFESSIONAL & HOURLY NON-COMPETITIVE EMPLOYEE
LEAVE APPLICATION
SUMMARY OF
ELIGIBILITY REQUIREMENTS**

Upon approval of the Principal/Activity Head and Superintendent or designee, this application **MUST** be forwarded to the Medical, Leaves & Benefits Office for final approval, with the exceptions of Maternity/Child Care Leaves, Worker's Compensation Leaves and Ordinary Military Leaves which are reviewed at the local level by the Superintendent or Activity Head.

Note: All leaves are without pay. To be eligible for health related leaves, all sick-time balances must be exhausted.

FAMILY PARAPROFESSIONAL TITLES

LEAVE TYPE	MIN. SERVICE REQUIREMENT	EIS STAFFING CODE	MAXIMUM LEAVE DURATION
Pregnancy Related Disability	0	2PI	Up to 6 weeks after birth of child
Maternity/Child care	2 Years	2ME	4 Years
Personal Illness	2 Years	2HR	1 Year (with 1 year extension)
Illness in Immediate Family	2 Years	2CF	1 Year
Study/Teaching Assignment	3 Years	2LS (Study) 2PG (Teaching)	1 Year
Worker's Compensation	0	2WC	1 Year
Ordered Military Duty	0	2MS	—

**SCHOOL AIDE TITLES, HEALTH SERVICE AIDE,
SCHOOL LUNCH TITLES, FILM INSPECTION ASSISTANT**

LEAVE TYPE	MIN. SERVICE REQUIREMENT	EIS STAFFING CODE	MAXIMUM LEAVE DURATION
Pregnancy Related Disability	0	2PI	Up to 6 weeks after birth of child
Maternity/Child care	2 Years	2ME	1 Year
Personal Illness	2 Years	2HR	1 Year (with 1 year extension)
Illness in Immediate Family	2 Years	2CF	1 Year
Personal Business	5 Years	2PB	3 Months
Worker's Compensation	0	2WC	1 Year
Ordered Military Duty	0	2MS	—

EDUCATIONAL FACILITIES SECURITY OFFICER

LEAVE TYPE	MIN. SERVICE REQUIREMENT	EIS STAFFING CODE	MAXIMUM LEAVE DURATION
Personal Illness	1 Year	2HR	1 Year
Pregnancy Related Disability	0	2PI	Up to 6 weeks after birth of child
Illness in Immediate Family	2 Years	2CF	1 Year
Worker's Compensation	0	2WC	1 Year
Ordered Military Duty	0	2MS	—