

■ LEAVE REQUEST

■ VACATION CASH OUT REQUEST

Last Name: _____ First Name: _____ Employee No. _____

Job Title: _____ Work Location: _____

Phone #s: _____

Leave Request

Vacation Personal Leave Critical Illness* Bereavement*

Sick Leave Child Care Sick Leave (Family)*

Other (Specify): _____ *Relationship: _____

SAP Leave Code (see reverse): 2000 FMLA? (see reverse) Yes No

Leave

■ Date(s) _____ Total # hours: _____

Vacation Cash Out Request

Request to cash out vacation days in accordance with terms of my employment contract. Please complete the following:

1. Number of vacations days accrued to date: _____

2. Number of vacations days requesting to cash out: _____

3. Number of vacations days remaining after cash out: _____

Comments: _____

Employee Signature: _____ Date: August 28, 2015

Approved Not Approved

Supervisor Signature

Date

Disapproval Reason: _____

Date Posted in SAP: _____ Initials: _____ Attach copy of SAP screen print of approved time

SAP Leave Codes

Quick reference: Vacation – 2000 Sick Leave – 2005 Personal Leave - 2015

Administrative Leave	2070
Adult Basic Education	1100
Behind Wheel Training	1130
Bereavement – Family	2030
Bereavement – Other	3005
Bus Aide	1210
Child Care	1220
Clerical Extended Time	1230
Community Education	1080
Critical Leave - Family	3015
Critical Leave – Other	3010
Critical Leave – Teacher	3020
Detail Overtime	1160
Direct Instruction	1020
Driver's Education	1090
EA Extended Time	1240
Extended Contract	1030
Health Services	1200
Holiday Pay	1035

Jury Duty	2025
Leadership Hours	1070
Lost Prep Hours	1050
Military Leave, Paid	2080
Military Leave, Unpaid	2085
MPLS Kids	1170
On-Call Pay	1250
OT Pay 1.5X	1140
OT Pay – Double time 2X	1150
Out for Union Reasons	2045
Pay when Subpoenaed	2035
Personal Leave, Paid	2015
Personal Leave, Unpaid	2020
Premium Pay	1180
Regular Hours	1000
Religious Observance	2055
Reserve Teacher	1010
Sick Leave Pool	3000
Sick Leave, Paid	2005

Sick Leave, Unpaid	2010
Special Education	1190
Sp Ed – Assess. & IEP Plan	0902
Sp Ed – Child and Pupil ID	0900
Sp Ed – Due Process	0904
Sp Ed – Misc. Functions	0906
Sp Ed – Other Instructional	0905
Sp Ed – Pre-Ref Activity	0901
Sp Ed – Support Services	0903
Staff Development	1060
Stipend Hours	1040
Summer School	1120
Suspension, Paid	2060
Suspension, Unpaid	2065
Teacher – Hourly Rate	1110
Vacation	2000
Work Comp Student Assault	2075

Family Medical Leave Act (FMLA) Information

The information provided in this section is not intended to be a complete and full description of the Family Medical Leave Act. It is intended as general information, only. For more information regarding leaves of absence and FMLA leave in particular, please contact the HR Staffing Specialist for your area.

MPS 4016 - GENERAL STATEMENT OF POLICY:

It is the policy of the Minneapolis Public Schools to provide up to twelve weeks of family and medical leave per calendar year to eligible employees in compliance with the Family and Medical Leave Act. Employees may use paid sick leave for this purpose, at the option of the employee, when usage of the sick leave is in accordance with the provisions of any applicable collective bargaining agreement. The employee may use accrued vacation or personal leave at the employee's option, when usage of the vacation or personal leave is in accordance with the provisions of any applicable collective bargaining agreement. Otherwise, such leave is unpaid leave. All leave requested under this policy will conform to guidelines established by the Human Resources Department.

Eligibility:

Employees must have been employed with the District for at least one year and worked at least 1250 hours to be eligible for FMLA leave.

Qualifying Conditions:

FMLA leave is available to eligible employees for the following reasons:

- for the birth and care of the newborn child of the employee;
- for the placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; or
- for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.