



School District of Indian River County Leave Checklist for Employees

DISTRICT CONTACTS

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| Leaves: | Adalia Medina-Graham adalia.medina-graham@indianriverschools.org 772-564-3001 |
| Benefits: | Amy Yeitter amy.yeitter@indianriverschools.org 772-564-3175 |
| Payroll: | Kathy Ritch Kathleen.ritch@indianriverschools.org 772-564-3068 |

CHECKLIST

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| <input type="checkbox"/> | Do you need to be out of work because of your illness or an immediate family member's illness for more than five days? Contact Adalia to get FMLA forms and notify your Supervisor of your intentions. |
| <input type="checkbox"/> | Submit a District leave form to your Supervisor/Administrator. Remember, if you are absent for five or more days, your form must be approved by Human Resources. |
| <input type="checkbox"/> | Submit your District leave form and FMLA forms along with the Health Certification from your doctor to Adalia in Human Resources. Adalia will send you a letter to let you know if you have been approved for FMLA. |
| <input type="checkbox"/> | You don't qualify for FMLA because you didn't work 1250 hours in the previous 12 months. Contact Adalia to see if you would qualify for a board approved leave. |
| <input type="checkbox"/> | Do you need to know how much Sick time is available to you? Would you like to know when and if you will go into unpaid status (not receive a paycheck)? Please contact Kathy in payroll. |
| <input type="checkbox"/> | If you go into unpaid status while you are out on leave, you'll have to pay for your benefits 'over-the-counter'. To make sure that your benefits are not canceled, contact Amy in benefits to make your insurance payments. |
| <input type="checkbox"/> | Do you have Cigna * Disability insurance? If you do, you must contact them directly to take advantage of your benefit: www.cigna.com and/or 800-362-4462 |
| <input type="checkbox"/> | Do you have MetLife * insurance? If you do, you must contact them directly to take advantage of your benefit: www.metlife.com/MyBenefits and/or 800-438-6388 |

****Please note that the SDIRC doesn't administer these benefit options and you must contact Cigna and/or MetLife yourself to inform them of your need to take advantage of insurance.***