

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

DISTRICT LEAVE CHECKLIST



DISTRICT CONTACTS

Leaves:	Stacy Haas stacy.haas@indianriverschools.org 772-564-3001 Department of Human Resources
Benefits:	Amy Yeitter amy.yeitter@indianriverschools.org 772-564-3175 Employee Benefits Department
Payroll:	Karla Swain karla.swain@indianriverschools.org 772-564-3068 Payroll Department

Reminder: You will need to contact each department individually as they are separate departments.

CHECKLIST

<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 Stacy to get FMLA forms and notify your Supervisor of your intentions.
<input type="checkbox"/>	Submit your District leave form and FMLA forms along with the Health Certification from your doctor to Stacy in Human Resources. Stacy 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 Stacy 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 Karla 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.**