

CADDO PARISH SCHOOLS
REQUEST FOR EXTENDED SICK LEAVE

In accordance with state law, teachers, school bus drivers, and other employees are allowed up to 90 days of noncumulative sick leave during each six-year period of employment. These days may be used for a medical necessity of the employee or of an employee's immediate family member and are in addition to the 12 sick leave days allocated each year and those unused sick days the employee has accumulated. To receive approval for use of extended sick leave days the employee must: (1) expend all current and accumulated sick leave days prior to receiving extended sick leave; and (2) provide a statement from a licensed physician certifying the leave is a medical necessity as a result of a catastrophic illness or injury, which means life threatening, chronic, or incapacitating condition of the employee or member of his/her immediate family. Request for extended sick leave and the required documentation from the licensed physician should be submitted prior to the extension of the leave; however, it may be presented subsequent to the employee's return to work provided that it is submitted within 3 days after the employee returns to service. **Note: A teacher may use up to 30 days of extended sick leave in each six-year period of employment for personal illness related to maternity leave.**

EMPLOYEE NAME _____ EMPLOYEE ID# OR SSN _____

SCHOOL _____ POSITION _____ DATE _____

ESTIMATED EXTENDED SICK LEAVE AVAILABLE _____

DATES TO USE EXTENDED SICK DAYS: BEGINS _____ ENDS _____

REASON FOR REQUEST OF EXTENDED SICK LEAVE:

MEDICAL NECESSITY OF EMPLOYEE (Give brief explanation): _____

MEDICAL NECESSITY OF EMPLOYEE'S IMMEDIATE FAMILY MEMBER (State relationship and provide brief explanation): _____

An employee may engage in additional part-time gainful employment while on extended sick leave, only if all conditions and limitations set forth in Caddo Parish School Board Policy for Extended Sick Leave are met.

Will you be so employed while on extended sick leave? Yes _____ No _____

Does the physician who certified the medical necessity for this extended sick leave indicate that such part-time work will not impair the purpose for which the extended sick leave required? Yes _____ No _____
(If YES, please have physician initial)

PHYSICIAN'S NAME (Please Print) _____ Phone (____) _____

PHYSICIAN'S STATEMENT ATTACHED: Yes _____ No _____

EMPLOYEE SIGNATURE _____

APPROVED SIGNATURE _____

(CPSS Human Resources Director)

DIVISION OF HUMAN RESOURCES
CADDO PARISH SCHOOLS
Request for Extended Sick Leave – Medical Certification

TO BE COMPLETED BY EMPLOYEE (Please Print)

EMPLOYEE NAME _____ EMPLOYEE ID# OR SSN _____
SCHOOL _____ POSITION _____ DATE _____
PATIENT'S NAME: _____ RELATIONSHIP TO EMPLOYEE: _____
ESTIMATED NUMBER OF DAYS REQUESTED TO USE EXTENDED SICK LEAVE: _____

TO BE COMPLETED BY LICENSED PHYSICIAN (Please Print)

In accordance with state law, school employees may use extended sick leave days for a **medical necessity** of the employee. The statute defines a "medical necessity" as the result of a catastrophic illness or injury, which means a life threatening, chronic, or incapacitating condition.

Please state the life threatening, chronic or incapacitating condition of the employee which prohibits the employee from performing the essential function of his/her job description.

As a licensed physician, please state **HOW** this illness/condition limits the employee from performing the essential function of his/her job description.

Does this illness/condition constitute a **medical necessity** that requires the employee to be absent from work?

Yes _____ No _____

If yes, please indicate the required dates: BEGINNING DATE _____ ENDING DATE _____

COMMENTS: _____

ORIGINAL SIGNATURES

PHYSICIAN'S NAME (Please Print) _____ Phone (____) _____

PHYSICIAN'S SIGNATURE: _____

INSTRUCTIONS FOR LICENSED PHYSICIAN

Return this completed and signed Medical Certification directly to:

Caddo Parish Schools
Division of Human Resources
P.O. Box 32000
Shreveport, LA 71130-2000

or FAX directly to: 318-603-7009