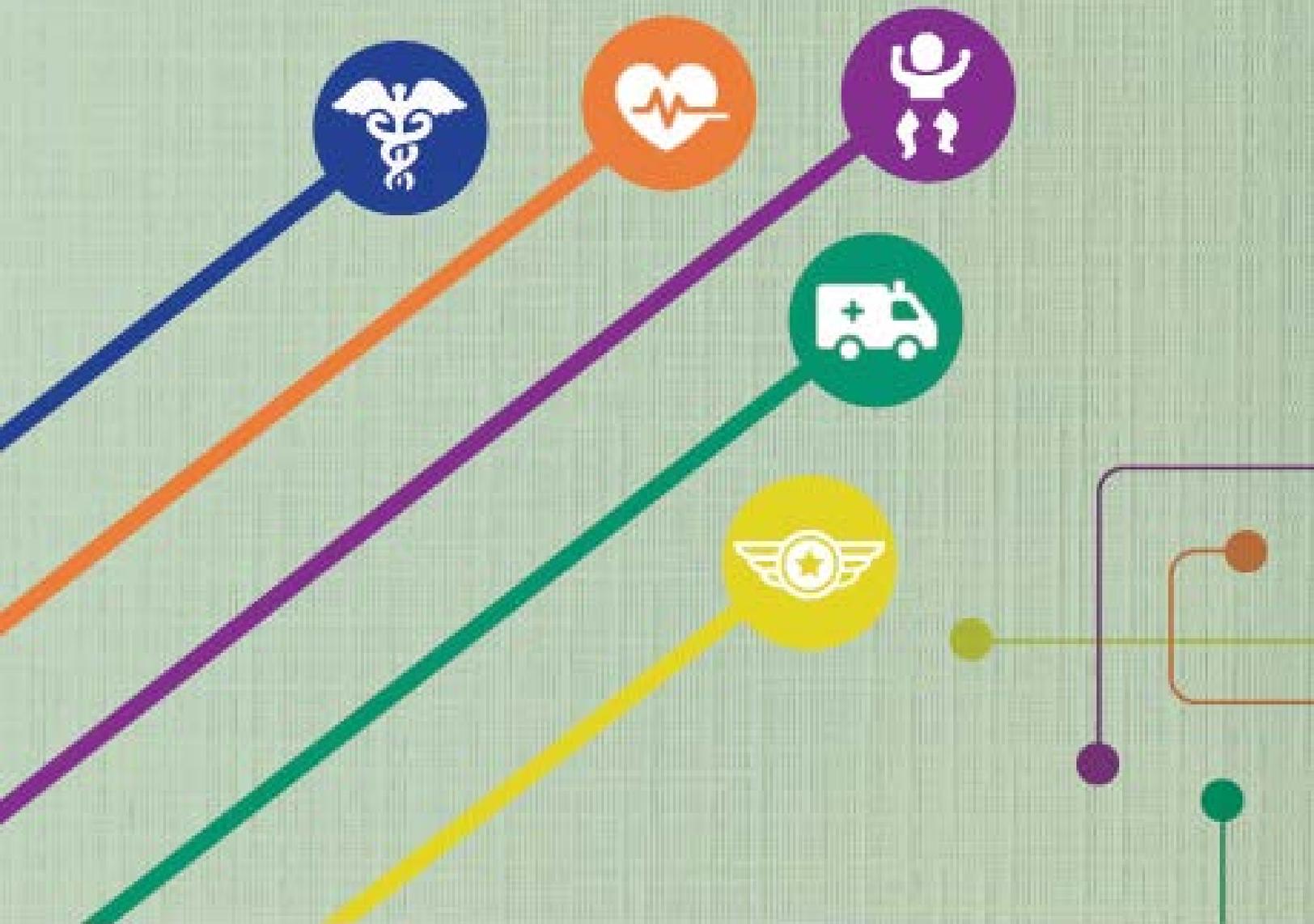


# Leave of Absence

H A N D B O O K





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## INTRODUCTION TO LEAVE OF ABSENCE HANDBOOK

If you need to take time off work due to a medical or non-medical reason, this guide will help you decide which leave plan best meets your needs. CPS offers more than 20 types of leaves, so it's very important to review your **Employee Dashboard** to see which leave you are eligible to take. Go to [HR4U.cps.edu](https://cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Dashboard.

Below are instructions to apply for a leave of absence, along with a brief description of the plans available to you. Keep in mind you may not be eligible for every leave plan.

Visit our website for additional resources.  
<https://cps.edu/absenceanddisability>

## REQUESTING A LEAVE OF ABSENCE

- 1 Tell your supervisor you plan to take a leave of absence prior to your first day off work, if possible.
- 2 Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector. To file a leave of absence within 10 calendar days after your first day off work. Questions? Call 773-553-4748.
- 3 After you submit your application for a leave of absence, you have 15 calendar days to send to the Absence & Disability Department the required documentation, which may include:

TABLE A

Medical Leave, Short-Term Disability	Non-Medical Leave
Required signed medical form	Proof of enrollment in a full-time educational program
Release of information (ROI)	Scholarship award
STD Supplement form	Military orders

**Just remember you are not on an approved leave yet, so you must continue to follow the absence reporting procedures put in place by your manager/principal.**

### Payment Options While on Leave

Some leaves of absence have a pay benefit associated with them. For instance, if you are disabled from work and not able to report on your scheduled work days, you may be eligible to collect a benefit.



## Short-Term Disability Waiting Period

**How does the waiting period impact the short-term disability period for pregnancy/childrearing?** The standard benefit period is 6 weeks for a vaginal delivery and 8 weeks for a Cesarean section. You will receive 6 or 8 weeks of pay from the date of delivery, which may include the exhaustion of your current sick days. If your bank of days have been exhausted prior to your delivery date, your short-term disability will begin on the delivery date.

If you had a previous absence in the last 12 months, and your short-term disability exhaustion period has already been met, your benefit will begin on the date of delivery at the rate of pay (100%, 80%, or 60%) from your previous absence.

## Short-Term Disability

For those who are eligible, after the exhaustion of 10 current sick days, the Board of Education's STD benefit pays a percentage of your weekly base pay for time off work due to a qualifying illness, pregnancy, or non-work-related injury for up to 90 calendar days in a rolling 12-month period. Standard recovery periods for leave due to pregnancy are 6 weeks for a vaginal delivery and 8 weeks for a Cesarean section delivery.



**How is my benefit calculated?** Your STD benefit is calculated by multiplying your hourly base pay by your standard work hours. The amount of benefit you receive is dependent on any short-term disability days you may have taken in the past 12 months and where you are in the approved 90-day period.

### Example 1:

Teacher A was off 5/13/16 to 6/13/16 and used 30 calendar days of STD at 100% pay. On 9/15/16, Teacher A requests a new leave and has been approved for STD. Teacher A will start STD at 80% pay on Day 31.

### Example 2:

Teacher B was off from 4/1/16 to 6/13/16 and used 73 days of STD (30 days at 100% pay, 30 days at 80% and 13 days at 60%). On 9/15/16, Teacher B requests a new leave and has been approved for STD at 60% with 17 days remaining.

The periods are defined below:

TABLE B		
Calendar Days 1 – 30	Calendar Days 31 – 60	Calendar Days 61 – 90
100%	80%	60%

Note: This table shows the percentage of base pay an employee receives for an approved short-term disability claim in a rolling 12-month period.

**How does the waiting period work with short-term disability?** For the initial STD Request, the Ten Sick Day Day Exhaustion Rule requires that prior to the beginning of your Period of Disability, you exhaust ten sick days of your current year allotment.

If you have taken, but did not exhaust, your 90 calendar day disability period in the previous 12 months you do not need to meet the Ten Sick Day Day Exhaustion Rule.

Additional rules also apply:

Days may be taken intermittently or consecutively prior to your Date of Disability to satisfy this rule. In other words, your use of the ten sick days does not have to be in connection with your Disability, nor does your use of them have to be consecutive. You simply have to use them after July 1 of each year prior to a Period of Disability that begins after July 1 of each year.

## Supplemental Income with Usage of Benefit Days

An employee may supplement STD payments in days 31 through 90 to reach 100% by using available Benefit Days. You must complete an authorization form and elect the specific banks for deductions before your leave starts. Please note that usage of benefit days is not an automatic process. **If you do not complete and submit the authorization form to the Absence & Disability Department prior to the approval of your Leave of Absence (LOA), you will not be able to supplement your STD benefit with benefit days during the eligible period(s), and no retroactive benefit day usage will be applied to past benefit period(s). The form will be available for download after the completion of your online Life Event application.**

Other details include:

- CPS holidays will be paid at the rate of the disability period (100%, 80% and 60%) and count toward the 90-calendar-day maximum entitlement.
- No STD benefit will be paid during a spring and winter intersession, as these are not scheduled work days. Spring and winter intersession days are counted toward the 90-calendar-day benefit.
- If you are teacher on a leave of absence at the beginning or end of the school year, you are not be eligible to receive Professional Development Flex Days. In order to receive Professional Development Flex Days, you must be actively reporting to work.
- If your base pay changes while you're on disability, the base pay used to calculate your short-term disability benefit will be adjusted to your new salary rate.
- You may not receive STD benefit while you have an open workers' compensation claim or you are collecting TTD (total temporary disability).

**Who can participate?** Any full-time active CPS employee who is eligible for benefits, including part-time teachers. Suspended employees are not eligible for STD.

**When am I eligible?** Coverage begins on the first day of the month following 60 days of employment and the exhaustion of 10 sick days from your current fiscal year's allotment.

**How do I request this benefit?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector.

### Payment of Daily Benefit

Benefits are paid only for scheduled work days, not for weekends or intersessions. STD payments will be processed every 2 weeks following the payroll calendar as your regular pay. If your leave is approved after the pay period ends, you will have to wait until the next pay period to receive your first STD payment.

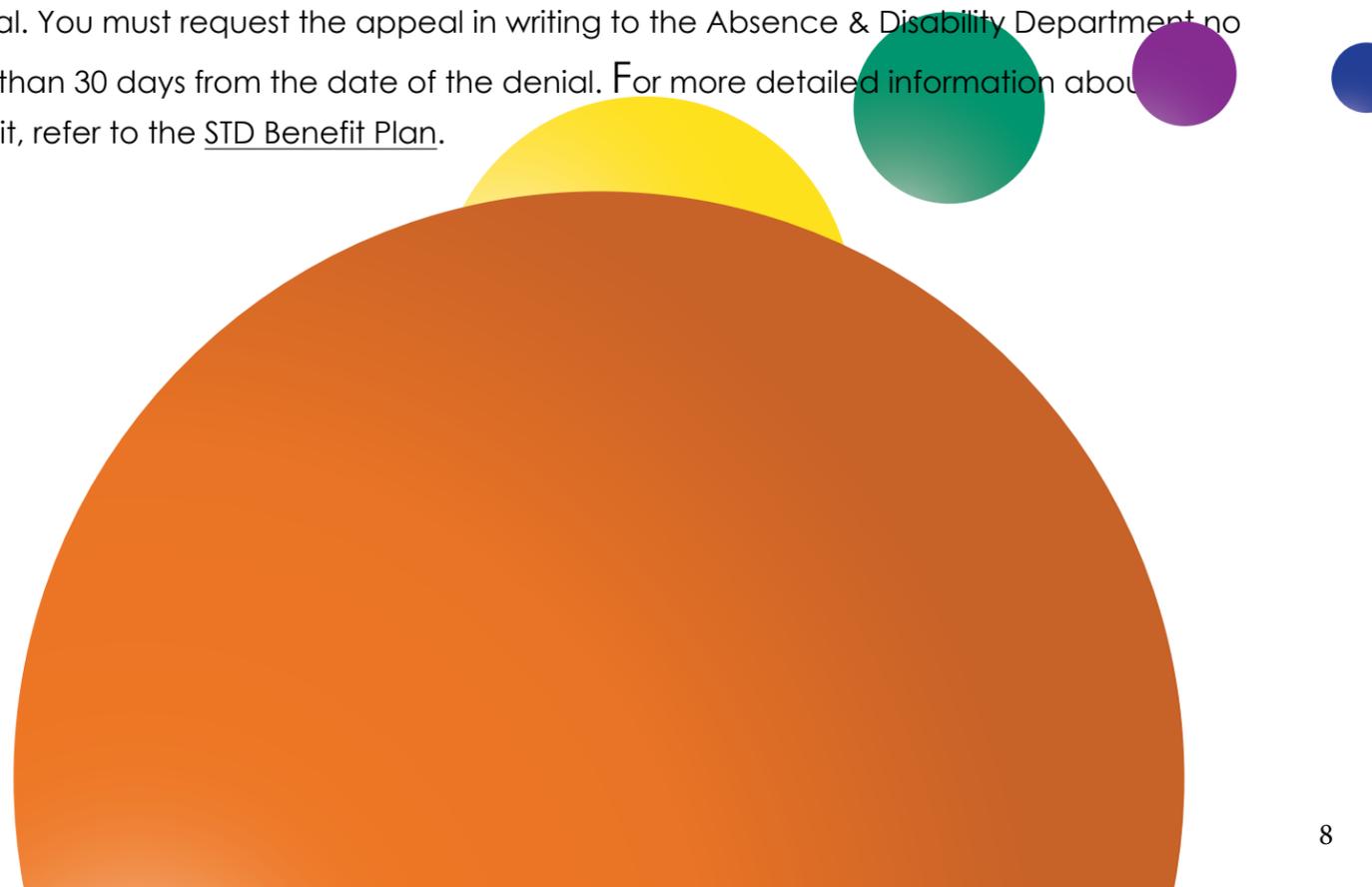
Payments begin on the first day after you have exhausted 10 sick days from your current fiscal year's allotment.

Once the leave is approved you should submit any updates to the start of the leave or delivery method by emailing the hospital birth announcement and discharge paperwork to [cpsloa@cps.edu](mailto:cpsloa@cps.edu). These documents should be submitted as soon as possible after the delivery.

**How do I extend the STD benefit?** Complete an STD extension application online and provide an updated medical certification that states you are unable to perform your essential job functions at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector.

### STD Benefit Denial

STD may be denied for many reasons. If you feel that your claim was denied in error, you may appeal. You must request the appeal in writing to the Absence & Disability Department no more than 30 days from the date of the denial. For more detailed information about benefit, refer to the [STD Benefit Plan](#).



## Benefit Days

Once you have exhausted STD, you are no longer disabled, but remain off work on FMLA/ Supplemental Leave, or if you are on a leave plan that does not offer the benefit, you must use all your accrued benefit time which you are eligible to use. Banked time must correlate to the current position you hold. Once you have exhausted all your benefit time, the leave will be unpaid. If you return to work during the school year, upon your return to work, you will receive your benefit days at a pro-rated rate. The amount of proration is based on the month in which you return to work.

## Paid Parental Leave

Paid parental leave offers 10 consecutive paid days to eligible non-birth parents. This leave grants time off to care for your child after the child's birth or adoption.

**Who can participate?** This plan is open to employees who are FMLA-eligible, are the non-birth parent, or who adopted a child in the last 12 months.

**When am I eligible?** You are eligible after the birth or adoption of the child, and you have been approved for an FMLA leave of absence. Only one paid parental leave claim can be taken in a rolling 12-month period.

**How do I request a paid parental leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector and apply for a childrearing leave. Select the parental leave on the payment option page.

**Is my job protected while I'm away?** Yes, this leave offers job protection while you are out caring for your newborn or newly adopted child. You may remain off work under FMLA, if you wish to take additional time to take care of your child. This leave will be paid using benefit days. Once benefit days are exhausted this will become an unpaid leave.

**How are my health benefits affected?** There is no impact to your insurance while you're on this benefit.

For more detailed information about this benefit, refer to the [Benefits Handbook](#) under Quick links.

## Long-Term Disability

Long-Term Disability (LTD) Insurance is designed to continue part of your income if you have a medically certified disability. You have two plan options: a 90-day waiting period or a 180-day waiting period.

**How is my benefit calculated?** Your monthly LTD benefit would be 60% of your monthly earnings, reduced by other income you may receive.

**Who can participate?** Anyone who is benefits eligible and has elected this benefit coverage.

**How do I elect this benefit?** You may sign up for this benefit as a new hire or during Open Enrollment.

**When am I eligible?** Newly hired employees who enroll in a timely manner once they are eligible for LTD can elect one of the options without providing Evidence of Insurability (EOI), or proof of good health. During Open Enrollment if an employee has been eligible for LTD but not participating in the plan and later decides to add LTD coverage, EOI will be required. EOI is provided to The Standard by completing a questionnaire. LTD coverage will be added if your election is approved by The Standard.

**How do I file a claim for this benefit?** [Contact The Standard](#) or by calling 833-960-1238, the CPS vendor that handles long-term disability.

**Is my job protected while I'm away?** There is no job protection associated with this paid benefit.

**Is there a waiting period with this benefit?** Yes, depending on your election there is a 90 day or 180 day waiting period, which is the amount of time you are unable to perform your job duties before you begin to receive a benefit.

**How are my health benefits impacted?** As long as you continue to pay your portion of the insurance premium, you will have insurance coverage for 25 work/school months.

For more detailed information about this benefit, refer to the [Benefits Handbook](#) under Quick links.

## PLAN INFORMATION

### I. Short-Term Disability Stand-Alone Plan Requirements (without FMLA)

If you are not eligible for an FMLA leave, you may apply for the Short-Term Disability Stand-Alone benefit. This plan covers illness, pregnancy, or a non-work-related injury.

**Who can participate?** Any full-time active CPS employee who is eligible for benefits, including part-time teachers. This plan is for employees who are eligible for STD but not eligible for FMLA.

**When am I eligible?** Short-term disability coverage begins on the first of the month following 60 days of employment.

**How do I request the benefit?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to request the benefit within 10 calendar days after your first day of absence.

**Is my job protected on this benefit?** Generally, there is no job protection on the StandAlone benefit. Due to school or business needs your manager or principal may fill your position. Please note that any STD days taken in the previous 12 months will count toward your 90-day maximum entitlement of STD.

**Can I extend this benefit?** Yes, you can apply to extend this benefit if you have not exhausted your 90 days. Submit updated medical information that states that you are unable to perform your essential job functions at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector. Standard recovery periods for leave due to pregnancy are 6 weeks for a vaginal delivery, and 8 weeks for a cesarean section delivery.

**How is my benefit calculated while I'm on the benefit?** Compensation while you are on your 90-calendar day STD benefit is defined in the [Short-Term Disability](#) section. More details are available in the [STD benefit plan](#).

**How do I receive STD pay?** STD payments will be processed every 2 weeks following the payroll calendar as your regular pay.

**How are my health benefits affected?** There is no impact to your health benefits while you are on this approved benefit.

**What if I need to remain off work and I have exhausted the STD benefit?** Contact a Leave Specialist at 773-553-4748. Or email [cpsloa@cps.edu](mailto:cpsloa@cps.edu).

**How do I return to work?** Complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector. Once you submit your online application, get medical clearance from your health care provider. You will be provided a return to work form, which you must upload before you can return to work. Once you are cleared to return to work, you will receive an email from the Absence & Disability Department. If your position has been filled, you will receive a letter from the Talent Office within 10 business days regarding your employment status with CPS. If you are in need of reasonable work place accommodations due to work place restrictions after a return to work from leave of absence or due to a disability, you may apply for an accommodation by submitting the required forms to the ADA Office. The ADA Office will investigate your request and issue a final determination in writing to you and any other necessary parties. The forms and more information about the ADA is available at [ADA Information](#).

When life presents you with a problem, life transition, or a stressful time that you are having difficulty resolving on your own, take advantage of support, education, and guidance offered to you and your household family members by your Chicago Public Schools EAP program. Provided at no cost to you is a comprehensive suite of confidential services, including access to counselors, coaches, work-life consultants, and legal and financial experts who can help provide resources to address personal issues that you might find very helpful. This includes telephonic consultations and several free face to face visits with contracted EAP counselors. To access your EAP benefits, call 1-800-890-1213 or visit <https://www.guidanceresources.com> and enter BCBSILEAP.

## II. FMLA + Supplemental Child-rearing Leave Plans

This leave plan provides job protection under FMLA and Supplemental FMLA Leave for extended absences due to the birth or adoption of a child. Under this leave plan, you are entitled to additional job protection beyond the FMLA's 12 weeks.

**TABLE C**

Employee Type	Job Protection Period	Maximum Leave Time	Health Benefit Coverage	STD Eligible
Teacher (Tenured, PAT, Clinicians & Part-Time Teacher)	10 months	4 years	5 months	Yes
CTU PSRP	5 months	5 months	5 months	Yes
TAT	5 months	5 months	5 months	Yes

**Who can participate?** This plan includes all active tenured CTU teachers and clinicians with tenure, PATs (Probationary Assigned CTU teachers and clinicians), TATs (temporary assigned CTU teachers and clinicians), part-time CTU teachers and clinicians, and PSRPs (professional and school-related personnel).

**When am I eligible?** You must have worked for CPS for 1 year and 1,250 hours to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), sign in at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave Selector to submit a leave of absence request prior to your first day off work or within 10 business days after your first day of absence.

**Can I extend this leave?** Yes, you can apply to extend this leave. Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave.

**Is my job protected on this leave?** See [Table C](#).

## PAY WHILE ON LEAVE

### Birth Mother

Birth mothers are eligible for short-term disability after you have exhausted 10 sick days from your current fiscal year's allotment. For a vaginal birth, you are eligible for 6 weeks of STD, and for a Cesarean section you are eligible for 8 weeks of STD. If you have complications before or after you give birth, you may be eligible for an additional STD benefit. You will need to supply medical information for any STD. Once the leave is approved you should submit any updates to the start of the leave or delivery method by emailing the hospital birth announcement and discharge paperwork to [cpsloa@cps.edu](mailto:cpsloa@cps.edu). These documents should be submitted as soon as possible after the delivery.

**How is my benefit calculated?** See [Table B](#) in STD Payment Option.

**How do I receive the STD benefit?** STD payments will be processed every 2 weeks following the payroll calendar as your regular pay.

**How do I extend STD?** Complete an STD extension application and provide updated medical certification that states you are unable to perform your essential job functions at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend STD. Standard recovery periods for leave due to pregnancy are 6 weeks for a vaginal delivery and 8 weeks for a Cesarean section delivery.

**What if I need to remain off work and I have exhausted the STD benefit?** You must use all your benefit days while you are out on an FMLA + Supplemental Leave. Once you have exhausted all of your benefit days, you will transition to an unpaid leave.





**How are my health benefits impacted?** You have health benefits for 5 months while on this leave plan.

**Non-Birth Parent**

Non-birth parents are entitled to the Paid Parental benefit. For details, see the [Paid Parental](#) section in this handbook. You may remain off work to care for the child, but you must use your benefit days if you remain on a leave of absence. If you have exhausted all your benefit days, the time you remain out on leave will be unpaid.

**How do I return to work?** Complete a return to work application at [HR4U.cps.edu](http://HR4U.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector> Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps. If you are in need of reasonable work place accommodations due to work place restrictions after a return to work from leave of absence or due to a disability, you may apply for an accommodation by submitting the required forms to the ADA Office. The ADA Office will investigate your request and issue a final determination in writing to you and any other necessary parties. The forms and more information about the ADA is available at ADA Information.

**III. FMLA + Supplemental Personal Illness Leave Plan**

This leave plan provides job protection under FMLA and Supplemental FMLA Leave for extended absences due to your own serious illness. Under this leave plan, there may be additional job protection beyond the FMLA's 12 weeks for certain employee types.

TABLE D				
Employee Type	Job Protection Period	Maximum Leave Time	Health Benefit Coverage	STD Eligible
Teacher (Tenured, PAT, Clinicians & Part-Time Teacher)	10 school months	25 school months	25 school months	Yes
CTU PSRP	12 weeks	25 school months	25 school months	Yes
TAT	5 school months	5 school months	5 school months	Yes
Lunchroom Manager	10 school months	25 school months	25 school months	Yes
ESP*	12 weeks	25 calendar months	25 calendar months	Yes
Certificated Administrator & Assistant Principal	12 weeks	25 calendar months	25 calendar months	Yes

\*ESPs are educational support personnel, including facilities, nutrition support, transportation, safety and security, and Central Office staff.

**Who can participate?** All actively working full-time assigned employees and part-time teachers who meet the requirements for an FMLA leave are eligible.

**When am I eligible?** You must have worked for CPS for 1 year and 1,250 hours to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence.

**Is my job protected on this leave?** See [Table D](#) on page 13.

**Can I extend this leave?** Yes, you can apply to extend this leave. Complete a new Leave Selector and provide medical certification that you are unable to perform your essential job functions at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave.

**How will my pay be calculated while I'm on leave?** You are eligible for short-term disability under this leave plan. For more detailed information, see the [short-term disability](#) section.

**How do I receive STD pay?** STD payments will be processed every 2 weeks following the payroll calendar as your regular pay.

**How do I extend my STD leave?** Complete a STD Extension application and provide updated medical certification that states that you are unable to perform your essential job functions at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave.

**What if I need to remain off work and I have exhausted the STD benefit?** You must use all your benefit days while you are out on an FMLA + Supplemental Leave. Once you have exhausted all of your benefit days, you will transition to an unpaid leave.

**What if I go past my job protection period?** If you exceed your job protection period, you may not be able to return to the position you held prior to your leave, but you will remain active in the CPS system. That will allow you to continue to receive health benefits for the eligible time period for your leave plan.

**How are my health benefits affected?** While you are on a paid leave of absence and are receiving a paycheck from CPS, your benefit deductions will continue to be withdrawn from your paycheck. Once you transition to an unpaid leave, the Absence & Disability Department will send you a notice and payment coupons if you are eligible for the Benefits Billing program. Your period of eligibility will be determined by the Absence & Disability Department. While enrolled in Benefits Billing, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your benefits deduction is not taken, you will be

billed for each pay period you miss. If you have more questions about Benefits Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** Complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your application, you will need to get medical clearance from your health care provider. You will receive a return to work form, which you must upload before you may return to work.

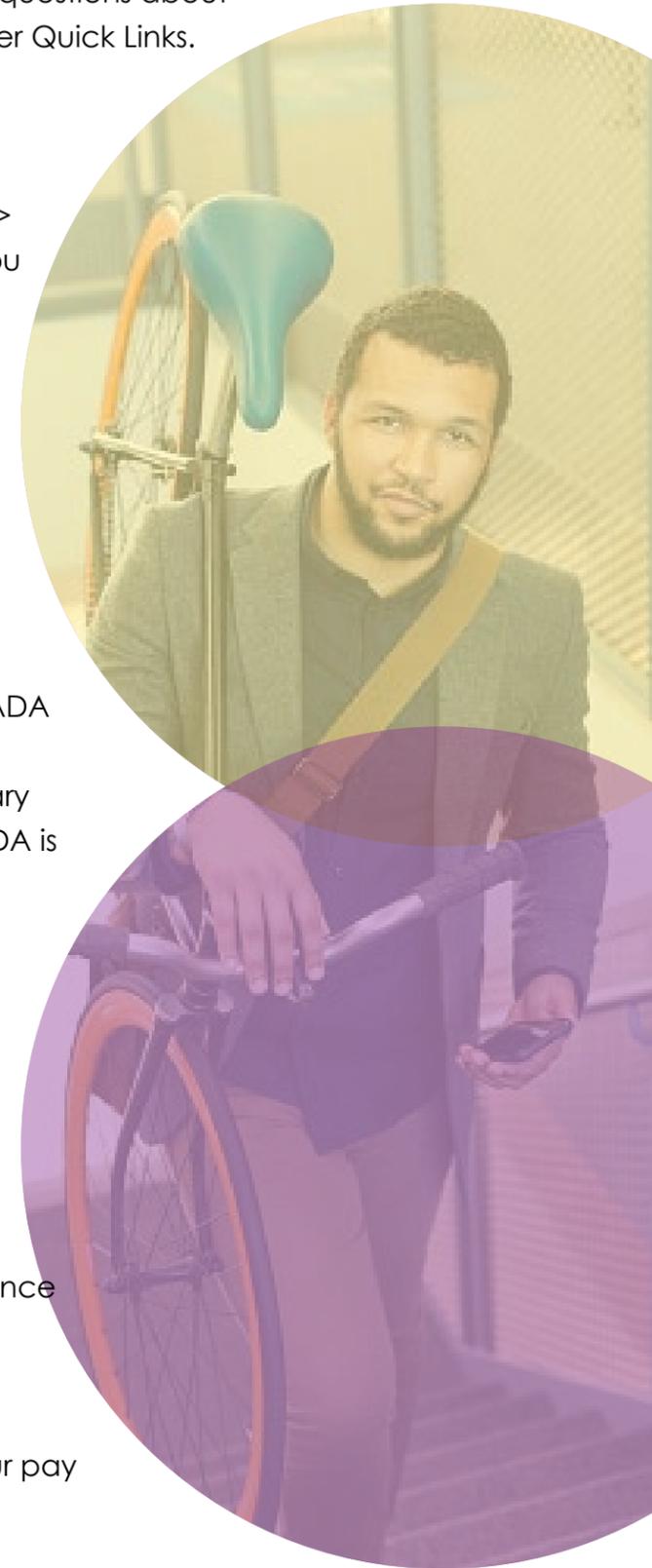
If you are in need of reasonable work place accommodations due to work place restrictions after a return to work from leave of absence or due to a disability, you may apply for an accommodation by submitting the required forms to the ADA Office. The ADA Office will investigate your request and issue a final determination in writing to you and any other necessary parties. The forms and more information about the ADA is available at ADA Information.

#### **Returning to work within your job protection period**

If you are within your job protection period, you must upload the required documentation (medical release) before you may return to work. The Absence & Disability Department will review your uploaded return to work request within 4 business days. Once you are cleared to return to work, you and your manager/ principal will receive an email from the Absence & Disability Department. You cannot return to work unless you receive notification that you are released from your leave by the Absence & Disability Department. If you do not go through this process your pay will be impacted.

#### **Returning to work after you have exhausted your job protection**

Once you have uploaded the required documentation (medical release), the Absence & Disability Department will review your return to work request. Once you are cleared to return to work, you will receive a letter from the Staffing Department regarding your status with CPS.



## IV. FMLA + Supplemental Family Illness Leave

This leave plan provides job protection under FMLA and Supplemental FMLA Leave for extended absences due to an illness of a child, spouse, or parent who is a member of your family and under your care. Under this leave plan, you are entitled to additional job protection beyond the FMLA's 12 weeks.

TABLE E

Employee Type	Job Protection Period	Maximum Leave Time	Health Benefit Coverage	STD Eligible
Teacher (Tenured, PAT, Clinicians & Part-Time Teacher)	5 school months	5 school months	5 school months	No
TAT	5 school months	5 school months	5 school months	No

**Who can participate?** This plan includes all active tenured CTU teachers and clinicians with tenure, PATs (probationary assigned CTU teachers and clinicians), TATs (temporary assigned CTU teachers and clinicians), and part-time CTU teachers and clinicians.

**When am I eligible?** You must have worked for CPS 1 year and 1,250 hours to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence.

**Is my job protected on this leave?** See [Table E](#).

**Can I extend this leave?** Yes, you can apply to extend this leave. Complete an extension application and provide medical certification that you are unable to perform your essential job functions at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave. The maximum time you can be out on this leave is 5 months.

**Can I receive pay while I'm on leave?** You must use all your accrued benefit days while you are out on this leave. This leave plan is not eligible for STD.

**What if I go past my job protection period?** You must return to work at the end of the maximum period for this leave, which is 5 months.

**How are my health benefits affected?** While you are on a paid leave of absence and are receiving a paycheck from CPS, your benefit deductions will continue to be withdrawn from your paycheck. Once you transition to an unpaid leave, the Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefit Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** Complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps.



## V. FMLA Childrearing Leave

This leave plan provides 12 weeks of job protection under FMLA for a childrearing leave of absence due to pregnancy or adoption.

TABLE F

Employee Type	Job Protection Period	Maximum Leave Time	Health Benefit Coverage	STD Eligible
ESP*	12 weeks	12 weeks	12 weeks	Yes
Cadre	12 weeks	12 weeks	12 weeks	No
Principal & Assistant Principal	12 weeks	12 weeks	12 weeks	Yes
Substitute Staff	12 weeks	12 weeks	12 weeks	No
Miscellaneous Employee	12 weeks	12 weeks	12 weeks	No

\*ESPs are educational support personnel, including facilities, nutrition support, transportation, safety and security, and Central Office staff.

**Who can participate?** All actively working full-time ESPs, principals, Cadres, assistant principals, substitute staff and miscellaneous employees are eligible.

**When am I eligible?** You must have worked for CPS for 1 year and 1,250 hours to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence.

**Is my job protected on this leave?** See [Table F](#).

**Can I extend this leave?** Yes, you can apply to extend this leave. Complete a leave extension application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave. The maximum time you can be out on this leave is 12 weeks.

**Pay while on Leave?** You may be eligible for short-term disability under this leave plan. For more detailed information see the [Short-Term Disability Section](#).

**How do I receive the STD benefit?** STD payments will be processed every 2 weeks following the payroll calendar as your regular pay.

**How do I extend STD?** Complete a STD extension application and provide updated medical certification that states that you are unable to perform your essential job functions at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave.

**What if I need to remain off work and I have exhausted the STD benefit?** If you are eligible for paid leave, you must use all your benefit days while you are out on an FMLA leave. Once you have exhausted all of your benefit days, you will transition to an unpaid leave.

**What if I go past my job protection period?** You must return to work at the end of the maximum period for this leave, which is 12 weeks.

**How are my health benefits affected?** While you are on a paid leave of absence and are receiving a paycheck from CPS, your benefit deductions will continue to be withdrawn from your paycheck. Once you transition to an unpaid leave, the Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefit Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** Complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps.

If you are in need of reasonable work place accommodations due to work place restrictions after a return to work from leave of absence or due to a disability, you may apply for an accommodation by submitting the required forms to the ADA Office. The ADA Office will investigate your request and issue a final determination in writing to you and any other necessary parties. The forms and more information about the ADA is available at [ADA Information](#).



## VI. FMLA Personal Illness Leave

This leave plan provides 12 weeks of job protection under FMLA for a leave of absence due to your own serious illness.

TABLE G			
Employee Type	Job Protection Period	Maximum Leave Time	Insurance Coverage
Cadre, Miscellaneous Employee & Substitute Staff	12 weeks	12 weeks	12 weeks

**Who can participate?** All actively working Cadres, substitute staff and miscellaneous employees are eligible.

**When am I eligible?** You must have worked for CPS for 1 year and 1,250 hours in order to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence.

**Is my job protected on this leave?** See [Table G](#).

**Can I extend this leave?** Yes, you can apply to extend this leave. Complete a leave extension application and provide medical certification that you are unable to perform your essential job functions at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave.

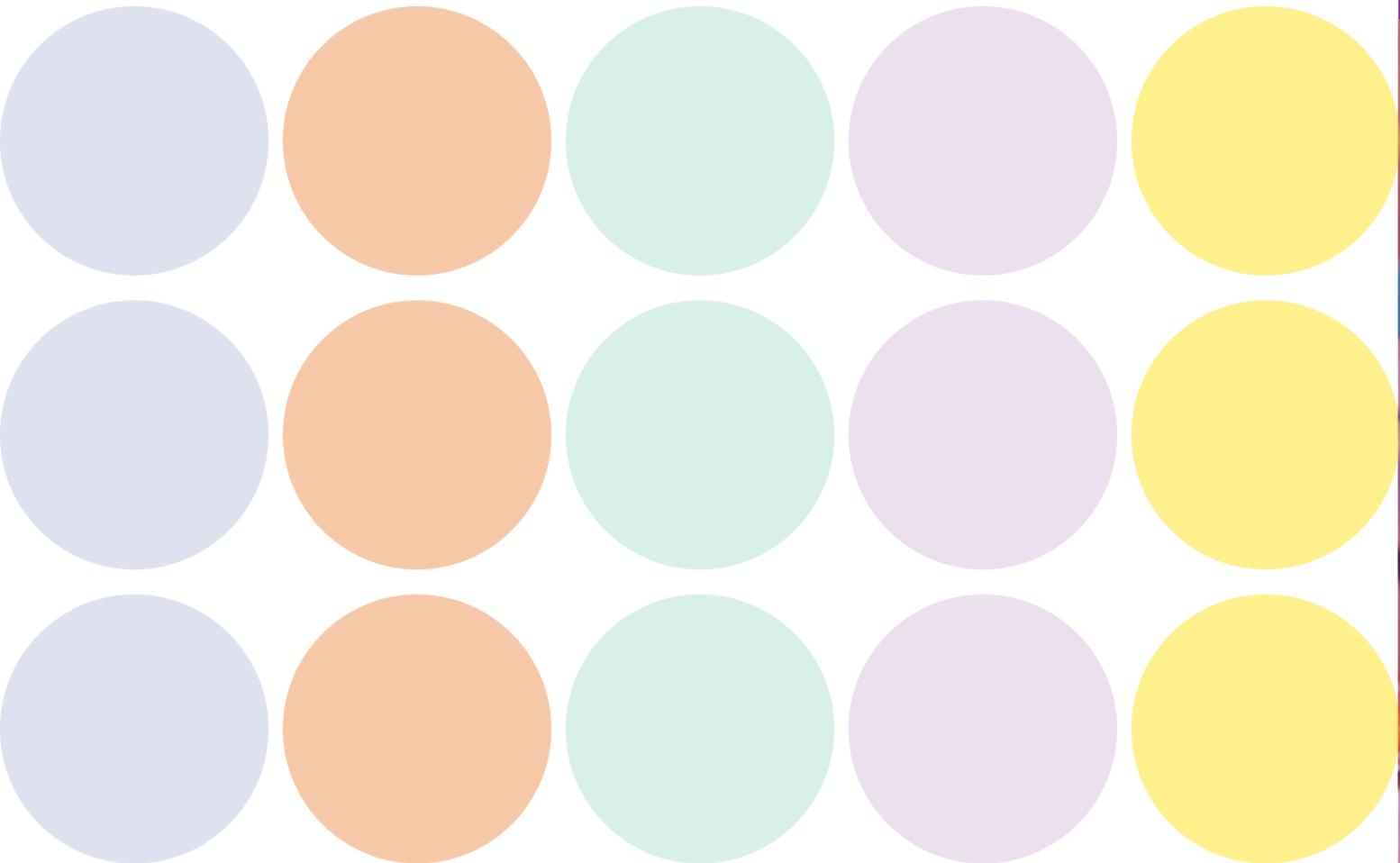
**Can I receive pay while I'm on leave?** This is an unpaid leave. This leave plan is not eligible for STD.

**What if I go past my job protection period?** You must return to work at the end of the maximum period for this leave, which is 12 weeks.

**How are my health benefits affected?** The Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefit Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** Complete a return to work application at [HR4U.cps.edu](http://HR4U.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your application, you will need to get medical clearance from your health care provider. You will receive a return to work form, which you must upload before you may return to work. Once you are cleared to return to work, you will receive an email from the Absence & Disability Department.

If you are in need of reasonable work place accommodations due to work place restrictions after a return to work from leave of absence or due to a disability, you may apply for an accommodation by submitting the required forms to the ADA Office. The ADA Office will investigate your request and issue a final determination in writing to you and any other necessary parties. The forms and more information about the ADA is available at <http://cps.edu/Pages/EqualOpportunityCompliance.aspx>.



## VII. FMLA Family Illness Leave Plan

This leave plan provides job protection under FMLA for absences due to an illness of a child, spouse, or parent who is a member of your family and under your care. Under this leave plan you are entitled to 12 weeks of job protection.

TABLE H

Employee Type	Job Protection Period	Maximum Leave Time	Health Benefit Coverage	STD Eligible
Cadre, miscellaneous employee & substitute staff	12 weeks	12 weeks	12 weeks	N/A

**Who can participate?** Professional school-related personnel, principals, assistant principals, educational support personnel, Cadres, substitutes, and miscellaneous.

**When am I eligible?** You must have worked for CPS for 1 year and 1,250 hours in order to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Go to HR4U.cps.edu, Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 calendar days after your first day of absence.

**Is my job protected on this leave?** See [Table H](#).

**Can I extend this leave?** Yes, you can apply to extend this leave. You will need to complete an extension application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave.

**What if I go past my job protection period?** You must return to work at the end of the maximum period for this leave, which is 12 weeks.

**How am I paid while I'm on leave?** You must use all your accrued benefit days while you are out on this leave. This plan is not eligible for STD.

**How are my health benefits affected?** While you are on a paid leave of absence, your benefit deductions will continue to be withdrawn from your CPS paycheck. Once you

transition to an unpaid leave, the Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefits Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** You will need to complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps.



Can I extend my leave?

How are my health benefits affected?

## VIII. FMLA Personal Illness Intermittent Leave Plan

This plan gives you 12 weeks of job protection under FMLA if you need a leave of absence for intermittent periods due to your own serious health condition.

**Who can participate?** All employees who qualify for FMLA are eligible.

**When am I eligible?** You must have worked for CPS for 1 year and 1,250 hours to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work.

**Is my job protected on this leave?** Once your leave has been approved, this plan provides job protection for specified absences that have been certified by your health care provider. You must follow the prescribed absence reporting procedure to report an FMLA day. If you take more than your approved time off work, you will be asked to recertify your FMLA.

**Can I extend this leave?** Yes, you can apply to extend this leave. You will need to complete an extension application at [HR4U.cps.edu](https://hr4u.cps.edu), sign in at top left. Once signed in, navigate to Self Service (top left) > Benefits>Leave Selectors>Extend Leave.

**What if I go past my job protection period?** Your job protection is 12 weeks in a rolling calendar year.

**How is my pay calculated while I'm on leave?** You must use all your accrued benefit days while you are out on this leave. If you exhaust your benefit days, absences under this leave plan are unpaid. This leave is not eligible for STD.

**How are my health benefits affected?** There is no impact on your health benefits.

## IX. FMLA Family Illness Intermittent Leave Plan

This leave plan provides job protection under FMLA for intermittent absences due to an illness of a child, spouse, or parent who is under your care.

**Who can participate?** All employees are eligible who qualify for FMLA leave.

**When am I eligible?** You must have worked for CPS for 1 year and 1,250 hours to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work.

**Is my job protected on this leave?** Once your leave has been approved, this plan provides job protection for specified absences that have been certified by your health care provider. You must follow the prescribed absence reporting procedure to report an FMLA day. If you take more than your approved time off work, you will be asked to recertify your FMLA.

**Can I extend this leave?** Yes, you can apply to extend this leave. You will need to complete an extension application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave.

**What if I go past my job protection period?** Your job protection is 12 weeks in a rolling calendar year.

**How is my pay calculated while I'm on leave?** You must use all your accrued benefit days while you are out on this leave. If you exhaust your benefit days, absences under this leave plan are unpaid. This leave plan is not eligible for STD.

**How are my health benefits affected?** There is no impact on your health benefits.



## X. FMLA Injury or Illness of a Veteran for Military Caregiver Plan

This plan lets you take an unpaid leave of up to 26 continuous or intermittent work weeks to care for a seriously ill or injured qualified veteran.

**Who can participate?** All employees who qualify for FMLA are eligible.

**When am I eligible?** You must have worked for CPS for 1 year and 1,250 hours in order to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence.

**Is my job protected on this leave?** You have job protection up to 26 weeks.

**Can I extend this leave?** Yes, you can apply to extend this leave. You will need to complete an extension application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave.



**What if I go past my job protection period?** You must return to work at the end of the 26-week period.

**How is my pay calculated while I'm on leave?** You must use all your accrued benefit days while you are out on this leave. If you exhaust your benefit days, absences under this leave plan are unpaid. This leave plan is not eligible for STD.

**Intermittent leave:** Intermittent leave or reduced schedule is permitted under this plan.

**How are my health benefits affected?** While you are on a paid leave of absence, your benefit deductions will continue to be withdrawn from your paycheck. Once you transition to an unpaid leave, the Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefit Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** You will need to complete a return to work application by going to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps.

## XI. FMLA Injury or Illness of a Covered Service Member for Military Family Plan

This plan lets you take an unpaid leave for up to 26 continuous or intermittent work weeks to care for a seriously ill, or injured qualified active service member.

For leave details, see the [FMLA Injury or Illness of a Veteran for Military Caregiver Plan](#). They are the same.

## XII. FMLA Qualified Exigency for Military Family Plan

This plan lets you take an unpaid leave for up to 12 continuous or intermittent work weeks to assist a family member who is on active duty.

**Who can participate?** All employees who qualify for FMLA are eligible.

**When am I eligible?** You must have worked for CPS for 1 year and 1,250 hours in order to be eligible for a leave under FMLA.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence.

**Is my job protected on this leave?** You have job protection for 12 weeks.

**Can I extend this leave?** Yes, you can apply to extend this leave. You will need to complete an extension application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave.

**What if I go past my job protection period?** You must return to work at the end of the 12-week period.



**How is my pay calculated while I'm on leave?** You must use all your accrued benefit days while you are out on this leave. If you exhaust your benefit days, absences under this leave plan are unpaid. This leave is not STD eligible.

**Intermittent leave:** Intermittent leave or reduced schedule is permitted under this plan.

**How are my health benefits affected?** While you are on a paid leave of absence, your benefit deductions will continue to be withdrawn from your paycheck. Once you transition to an unpaid leave, the Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefit Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** You will need to complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave. Once you submit your return to work application, you will receive an email within 4 business days with next steps.

### **XIII. Domestic Violence Victims Leave Plan (Victims' Economic Security and Safety Act, or VESSA)**

This plan allows absences for you and any household members who are victims of domestic, sexual, or gender violence or any other crime of violence. This covers medical and non-medical absences for up to 12 weeks.

**Who can participate?** Any employee who is a victim of domestic, sexual or gender violence, or any other crime of violence or who needs to help a family or household member who is a victim of domestic, sexual or gender violence or any other crime of violence .

**When am I eligible?** There is no waiting period. However, you may not take more than 12 weeks of leave during a rolling 12-month period from the start date of your request.

**Is my job protected on this leave?** You have job protection for 12 weeks in a rolling 12-month period from the start date of your leave request.

**Can I extend this leave?** Yes, you can apply to extend this leave. Maximum leave time is 12 weeks in a rolling 12-month period from the start date of your leave request. You will need to complete an extension application at [HR4U.cps.edu](https://HR4U.cps.edu). No additional forms are needed. Sign In at top left. Once signed in, navigate to Self Service (top left) >Benefits > Leave of Absence Selector > Extend Leave.

**How is my pay calculated while I'm on leave?** You may use your accrued benefit days while you are out on this leave. If you exhaust your benefit days, absences under this leave plan are unpaid. This leave is not STD eligible.



**How are my health benefits affected?** While you are on a paid leave of absence, your benefit deductions will continue to be withdrawn from your paycheck. Once you transition to an unpaid leave, the Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefits Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I request a leave?** Go to [HR4U.cps.edu](https://HR4U.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence. Your leave will be conditionally approved for three weeks while additional documentation may be obtained.

**How do I return to work?** You will need to complete a return to work application by going to [HR4U.cps.edu](https://HR4U.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps.

**Intermittent leave:** Intermittent leave or reduced schedule is permitted under this plan.

When life presents you with a problem, life transition, or a stressful time that you are having difficulty resolving on your own, take advantage of support, education, and guidance offered to you and your household family members by your Chicago Public Schools EAP program. Provided at no cost to you is a comprehensive suite of confidential services, including access to counselors, coaches, work-life consultants, and legal and financial experts who can help provide resources to address personal issues that you might find very helpful. This includes telephonic consultations and several free face to face visits with contracted EAP counselors. To access your EAP benefits, call 1-800-890-1213 or visit <https://www.guidanceresources.com> and enter BCBSILEAP.

## XIV. ESP Personal Leave Plan

This plan allows you to take absences for various medical and non-medical reasons, and is most frequently used by employees who are ineligible for FMLA.

**Who can participate?** All para-professional and school-related personnel and educational support personnel.

**When am I eligible?** You must be employed at least 3 calendar months from your date of hire or rehire (if you had a break in service more than 1 year on term). You can't participate if you're on suspension.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence.

**Is my job protected on this leave?** There is no job protection with this leave.

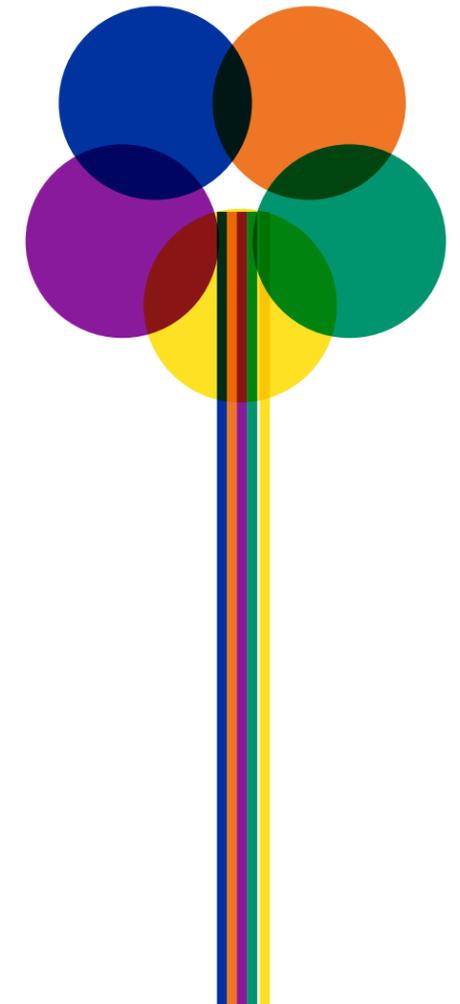
**Can I extend this leave?** Yes, you can apply to extend this leave. You will need to complete an extension application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Extend Leave. (Maximum leave time is 2 years.)

**How is my pay calculated while I'm on leave?** You may use your accrued benefit days while you are out on this leave if the reason for the leave qualifies for pay out of benefit days. If you exhaust your benefit days, absences under this leave plan are unpaid. This leave is not STD eligible.

**How are my health benefits affected?** While you are on a paid leave of absence, your benefit deductions will continue to be withdrawn from your paycheck. Once you transition

to an unpaid leave, the Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefits Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** You will need to complete a return to work application by going to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps.



## XV. Discretionary Leave

This leave allows employees to take time off if they do not qualify for other leave options. Various factors are reviewed when considering the request, such as business needs, the employee's employment history, the total amount of time the employee will be on leave, and the reason for the leave. There is no job protection associated with this leave option and employees who request discretionary leave are not guaranteed leave.

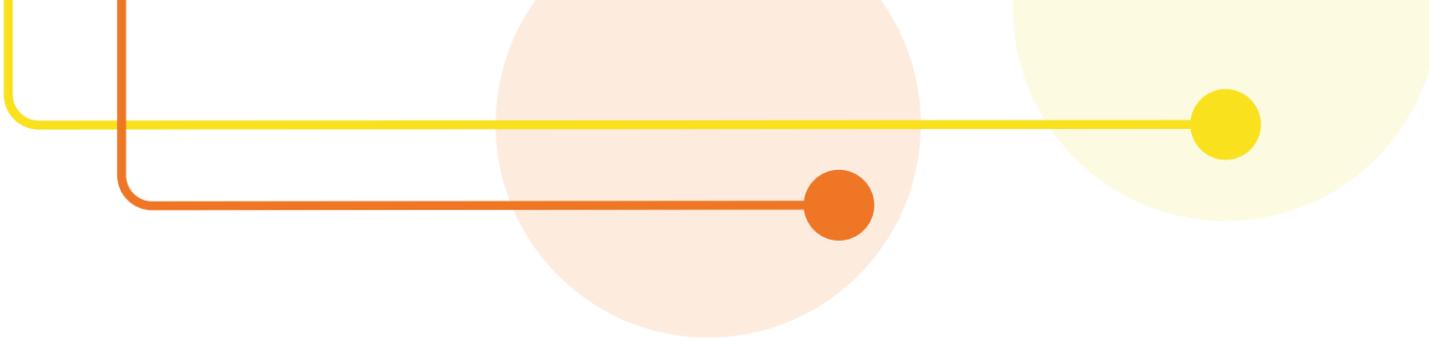
The maximum time that an employee may be off work on this leave, when combined with any other leave taken for the same reason or purpose, is 25 work months. If the employee has worked for CPS for less than 25 months, the maximum time off is the number of months that the employee worked for CPS prior to the leave request (for this purpose, time during which an employee is on leave does not count as time worked).

Leave will be approved for no longer than the time remaining in the current school year or, for employees who work year round, 6 months at a time. If an extension is desired, before the currently approved leave ends, the employee must submit updated documentation to support additional time off work to the Absence & Disability Department. After documentation has been submitted, the request for an extension of the leave will be reevaluated and a determination will be rendered.

As a general rule, employees who have used a discretionary leave lasting a month or more will not be considered for another discretionary leave until they have returned to work for a period of at least 6 working months. If the employee used more than 6 months of discretionary leave, the employee must return to work for a period equal to the last discretionary leave taken before applying for discretionary leave again.

**Who can participate?** Any active full-time CPS employee who has been employed by CPS for at least 6 months and who is eligible for benefits, but does not qualify for, has exhausted or soon will exhaust leave provided under any other CPS policies or plans.

**How do I request a discretionary leave?** After you have reviewed all other leave options and concluded that you do not qualify for, have exhausted, or are about to exhaust all other leaves available, you may request this leave through the leave selector. If you know you will be unable to return to work at the end of another leave, you must make the request to extend your leave using discretionary leave before you exhaust your current leave. Employees should plan ahead, when possible, and should not assume that their request for discretionary leave will be granted.



**Can I extend this leave?** Yes, you can apply to extend a discretionary leave by contacting the Absence & Disability Department before your current approved discretionary leave ends. The maximum time that an employee may be on this leave, combined with any other leave, is 25 work months (or, if less, the number of months the employee has been employed by CPS).

**Is my job protected on this leave?** There is no job protection with this leave. Your position may be filled while you are on discretionary leave based on business needs.

**What do I need to apply for the leave?** You will need to complete an application and provide a detailed statement or medical documentation regarding the reason for the request.

**Can I receive pay while on this leave?** If you have any benefit time available, and the reason for the leave qualifies for pay out of benefit days, then you must use your benefit time when taking a discretionary leave. Short-Term Disability is not an option while out on this leave.

**How are my health benefits affected?** The Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefits Billing, please see the Benefits handbook under Quick Links.

**How do I return to work?** Complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu). Sign in at the top left. Once signed in, navigate to Self Service (top left)>Benefits>Leave of Absence Selector>Return to Work.

- **Medical Issue** – If your need for discretionary leave was based on your own medical condition, once you submit your application, you will need to get medical clearance from your healthcare provider.
- **Non-Medical** - If you are off for reasons related to an educational program, you will need to submit transcripts or a letter confirming completion of your program before returning to work.

## XVI. Military Service Leave Plan

This plan allows you to take absences if you are on active military service.

**Who can participate?** All employees on active military service.

**When am I eligible?** From your date of hire.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence. You must supply your military orders to be approved for this leave.

**Is my job protected on this leave?** You have job protection while you are on leave for training. If you are a teacher and you return to work within 1 year, you will be reinstated to the position you held prior to your leave. If you return after 1 year, you will be offered a position at your equivalent rate of pay.

**Can I extend this leave?** Yes, you can apply to extend this leave. You will need to complete an extension application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector> Extend Leave. You are required to submit all Military orders for this leave plan.

**How is my pay calculated while I'm on leave?** You will be paid differential pay, which is calculated based on your CPS rate of pay minus the cost of your military pay. You must supply all required pay information on your application.

**How are my health benefits affected?** While you are on a paid leave of absence, your benefit deductions will continue to be withdrawn from your paycheck. Once you transition to an unpaid leave, the Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of

your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefits Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** You will need to complete a return to work application by going to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector> return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps. You must supply your discharge orders. You are required to submit all military orders for the leave plan.



## XVII. Charter School Leave Plan

Tenured teachers may use this plan to accept a work assignment at a charter school.

**Who can participate?** All assigned, tenured teachers are eligible.

**When am I eligible?** After you have achieved tenure; worked 6 years; have received an evaluation of satisfactory service and have received an offer of employment as a teacher at a charter school.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence. You must provide an application signed by the charter school administrator.

**Is my job protected on this leave?** You have job protection for 10 school months.

**Can I extend this leave?** Yes, you can apply to extend this leave. You will need to complete an extension application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave Selectors > Extend Leave. Maximum leave time is 5 years.

**How is my pay calculated while I'm on leave?** There is no pay associated with this leave.

**How are my health benefits affected?** There are no benefits offered on this leave plan. You will be eligible for benefits with the charter school.

**How do I return to work?** You will need to complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps. You must supply your resignation or termination letter.

## XVIII. Student Teaching Leave Plan

ESPS and PSRPs are eligible to take this leave to fulfill student teaching or internship requirements as part of their program of study.

**Who can participate?** Only active Para-Professional, (PSRP) Professional School Related Personnel and (ESP) Educational Support Personnel may participate.

**When am I eligible?** After you have been employed by CPS for 3 months, you may apply for this leave. Your principal/manager or department head must approve this request.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work or within 10 business days after your first day of absence. You must supply proof that you are in a full-time program of study and that you must complete an internship as part of that program. The maximum time for this leave is 10 school months.

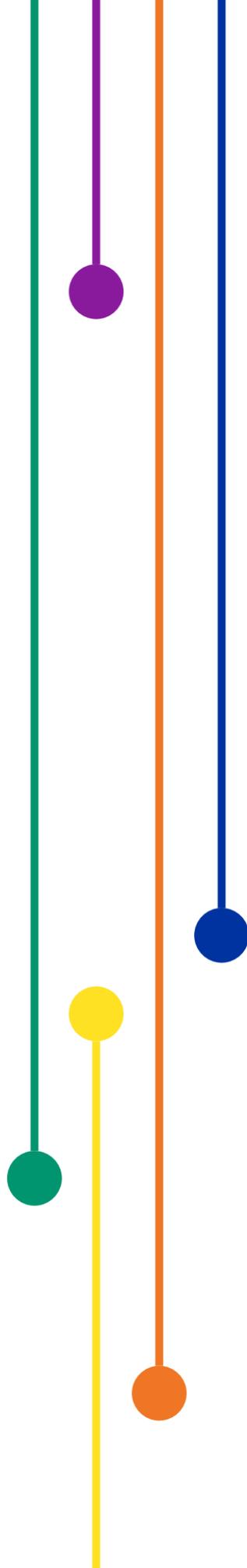
**Is my job protected on this leave?** There is no job protection associated with this leave, however, your principal may hold your position for you.

**Can I extend this leave?** No, you may not extend this leave.

**How is my pay calculated while I'm on leave?** There is no pay while you are on this leave.

**How are my health benefits affected?** The Absence & Disability Department will send you a notice and payment coupons if you are eligible for Benefits Billing. Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefits Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** You will need to complete a return to work application by going to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps. You must supply proof that you completed your internship.



## XIX. Teacher Sabbatical Leave Plan

This plan allows tenured teachers enrolled in a full-time educational program to take a 10-school-month sabbatical to complete their program requirements.

**Who can participate?** All active, assigned, tenured teachers who have completed 6 years of satisfactory service.

**When am I eligible?** After you have achieved tenure, been assigned in a full-time position, worked 6 years at CPS, and have received an evaluation of satisfactory service. Your principal, Network Chief and the Chief Talent Officer must approve your leave request.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work. You should allow at least 3 weeks for review of your request.

- Your principal and network chief must sign your application.
- You must supply proof that you are enrolled in a full-time program of study.
- You must write a statement of purpose that shows how your leave will positively impact CPS.
- The maximum time for this leave is 10 school months.

**Is my job protected on this leave?** You have 10 school months of job protection while on this leave.

**Can I extend this leave?** No, you may not extend this leave.

**How is my pay calculated while I'm on leave?** Pay on this leave is your salary minus the cost of a temporary assigned teacher (TAT).

**How are my health benefits affected?** You will continue to receive benefits while on this leave.

**How do I return to work?** You will need to complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps. You must supply proof that you completed your internship or courses. You must complete at least 2 years of service with CPS upon your return from leave, or else re-pay any money paid out during the sabbatical to CPS.

## XX. Travel/Study Leave Plan

Tenured teachers who take educationally related travel or are enrolled in a full-time study program at an accredited institution may use this leave plan to finish program requirements.

**Who can participate?** All active, assigned, tenured teachers. Your principal must approve this leave request.

**When am I eligible?** After you have achieved tenure and are assigned to a full-time position.

**How do I request a leave?** Go to [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request prior to your first day off work. You should allow at least 3 weeks for review of your request.

- Your principal must sign your application.
- You must supply proof that you are enrolled in a full-time program of study or a detailed itinerary of educationally related travel.
- You must write a statement of purpose that shows how your leave will positively impact CPS.
- The maximum time for this leave is 10 school months.

**Is my job protected on this leave?** You have 10 school months of job protection while on this leave.

**Can I extend this leave?** No, you may not extend this leave.

**How is my pay calculated while I'm on leave?** There is no pay while you are on this leave.

**How are my health benefits affected?** Your period of eligibility will be determined by the Absence & Disability Department. While you are enrolled in the Benefits Billing program, your contributions are based on a monthly premium. The amount of your contribution will be indicated on each coupon or billing statement. If you receive a paycheck and your deduction for benefits is not taken, you will be billed for each pay period you miss. If you have more questions about Benefits Billing, please see the [Benefits Handbook](#) under Quick Links.

**How do I return to work?** You will need to complete a return to work application at [HR4U.cps.edu](https://hr4u.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector > Return to Work. Once you submit your return to work application, you will receive an email within 4 business days with next steps. You must supply proof that you completed your educationally related travel program to the Absence & Disability Department.

## XXI. Municipal Employees' Annuity and Benefit Fund (MEABF)

### Pension Disability Leave Plan

This plan allows members of the Municipal Employees' Annuity and Benefit Fund (MEABF) to remain active in the CPS system if they are disabled and have exhausted 25 work months of prior leave. This is a requirement of MEABF for employees to receive pension disability benefits.

**Who can participate?** ESP and PSRP enrolled in MEABF pension plans are eligible. You must have exhausted the CPS supplemental personal illness leave or be on a workers' compensation leave to participate.

**When am I eligible?** If you are receiving the pension disability benefit from MEABF and you have exhausted your 25 months of leave, you may be eligible for this leave plan.

**How do I request a leave?** Go to [HR4U.cps.edu](http://HR4U.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector to file a leave of absence request after you have exhausted 25 work months of a PRIOR leave.

**Is my job protected on this leave?** There is no job protection while on this leave.

**Can I extend this leave?** Yes, you may extend this leave while you are still eligible to receive pension disability from the MEABF. Complete an extension application and provide medical certification that you are unable to perform your essential job functions at [HR4U.cps.edu](http://HR4U.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector. You will remain on this leave until your pension disability is exhausted.

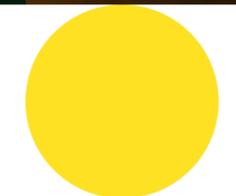
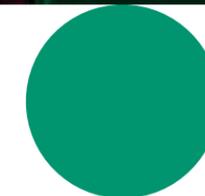
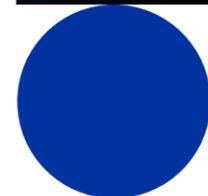
**How is my pay calculated while I'm on leave?** Your pay is calculated by the MEABF Disability benefit.

**How are my health benefits affected?** After 25 work months of leave, you will no longer receive health insurance through CPS. You may apply for Cobra.

**How do I return to work?** Complete a return to work application at [HR4U.cps.edu](http://HR4U.cps.edu), Sign In at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Selector. Once you submit your application, you must get medical clearance from your health care provider. You will receive a return to work form, which you must upload before the clearance decision is made. Once you are medically cleared to return to work, you will receive an email from the staffing department regarding your employment status. **For more information about this benefit from MEABF, go to <http://www.meabf.org>.**

## XXII. Reasonable Workplace Accommodations

If you are in need of reasonable work place accommodations due to work place restrictions after a return to work from leave of absence or due to a disability, you may apply for an accommodation by submitting the required forms to the ADA Office. The ADA Office will investigate your request and issue a final determination in writing to you and any other necessary parties. The forms and more information about the ADA is available at ADA Information





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