BREAKOUT SESSION

Navigating Leave in K-12: FMLA, State Leave & Compliance

RedRover K-12 HR & PAYROLL LEADERSHIP FORUM





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Navigating Leaves of Absence in K-12: FMLA, State Leave, and Compliance

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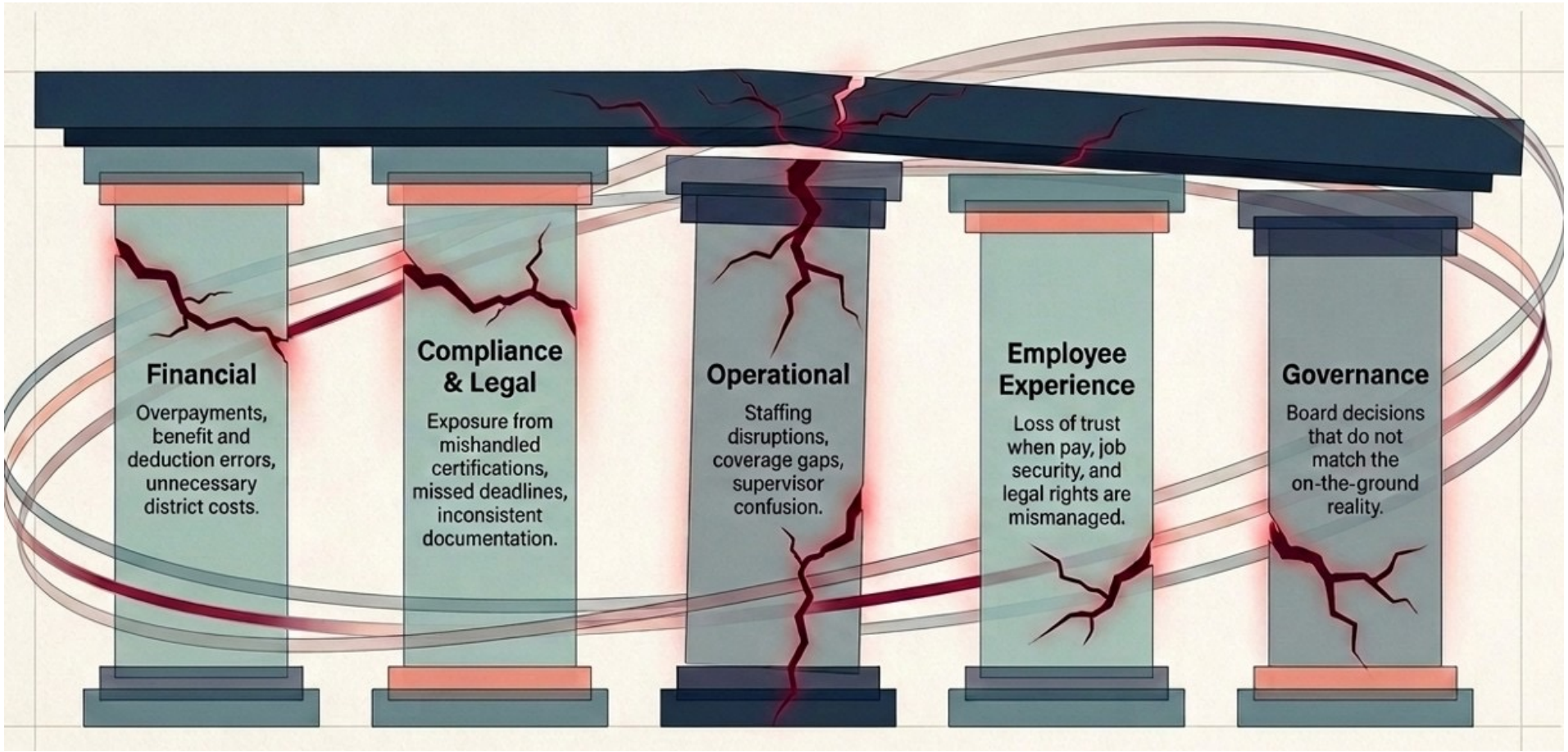
Director of HR, Livingston Public Schools, NJ



A leave of absence is never just about an employee being absent!

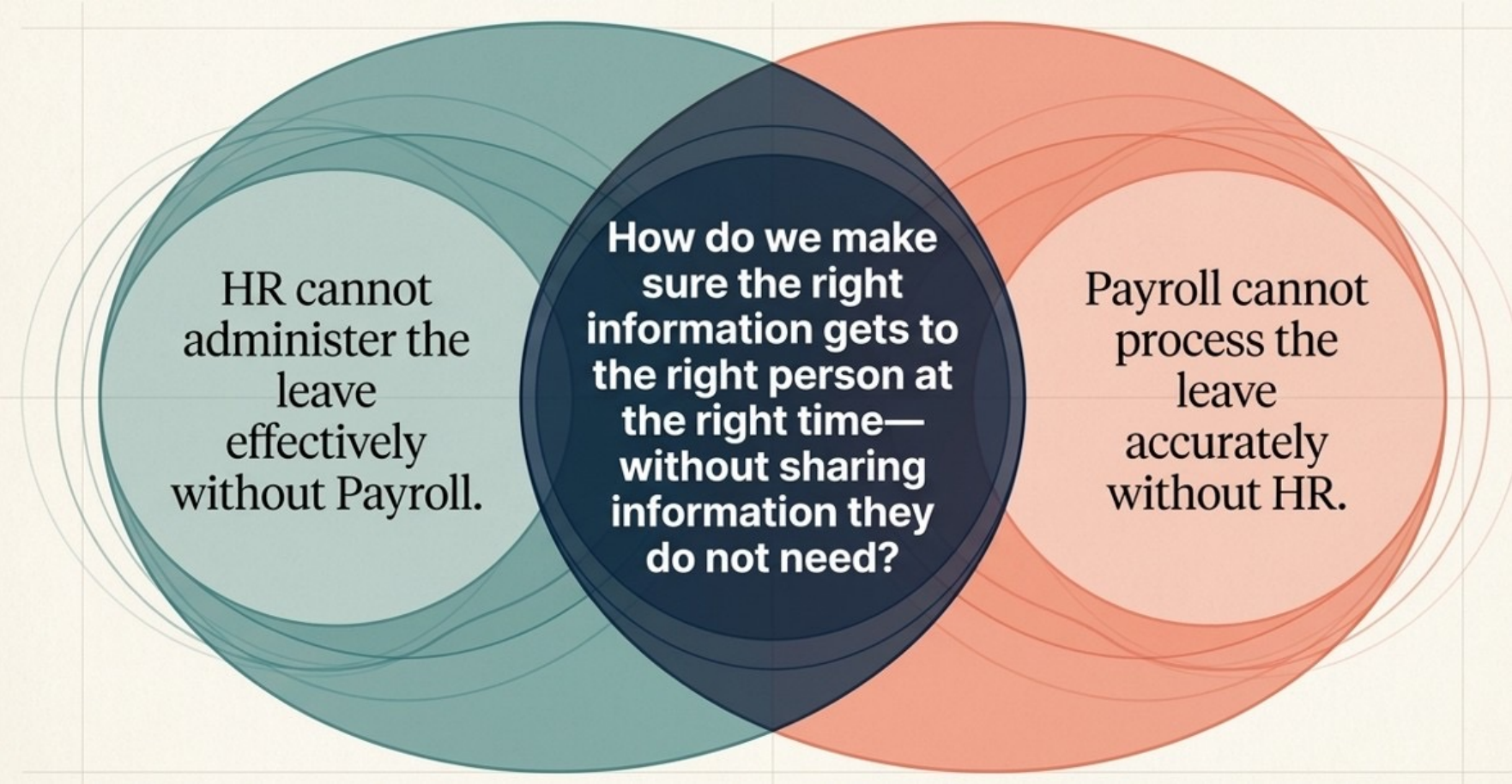


Why This Matters

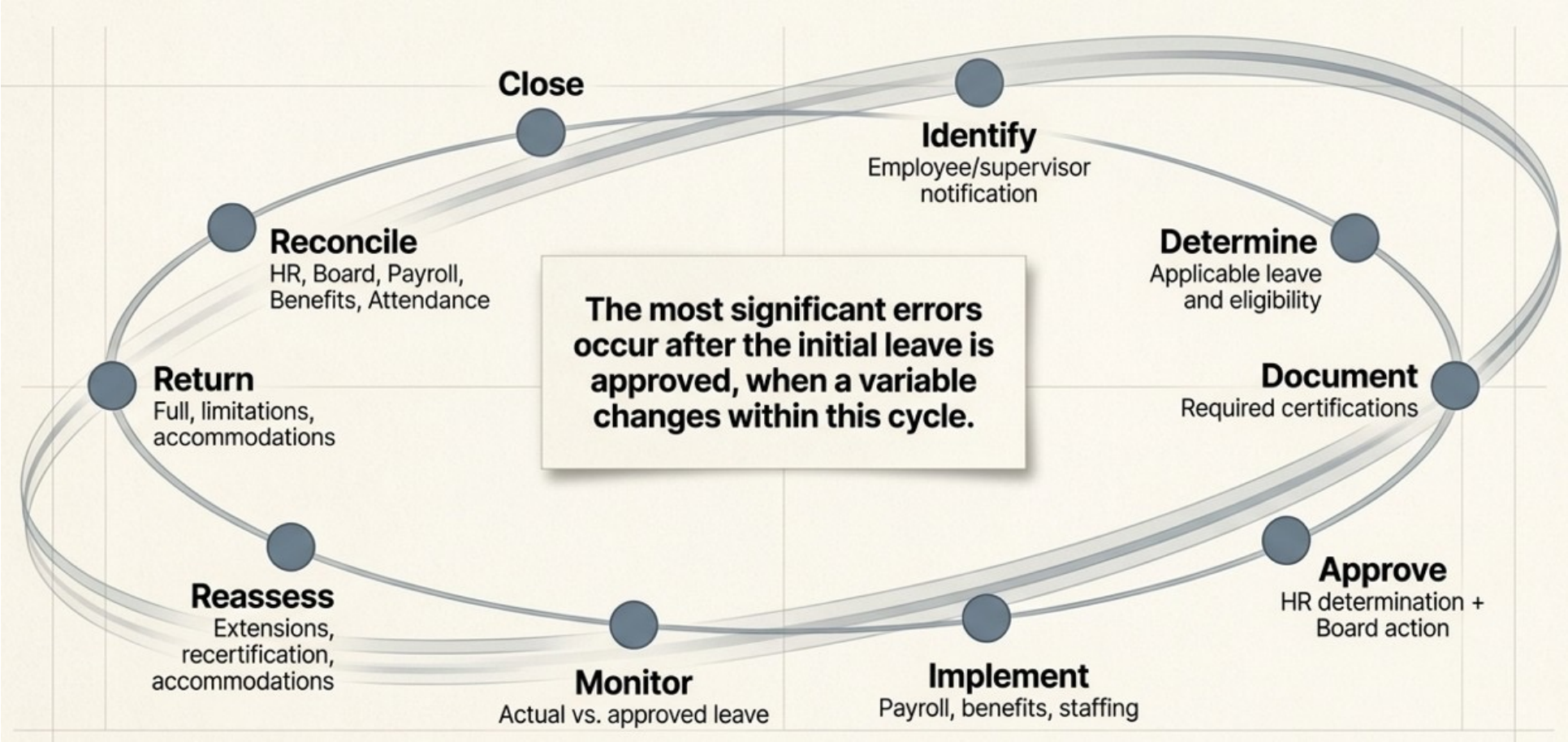


Operation silos create immediate, compounding risks.

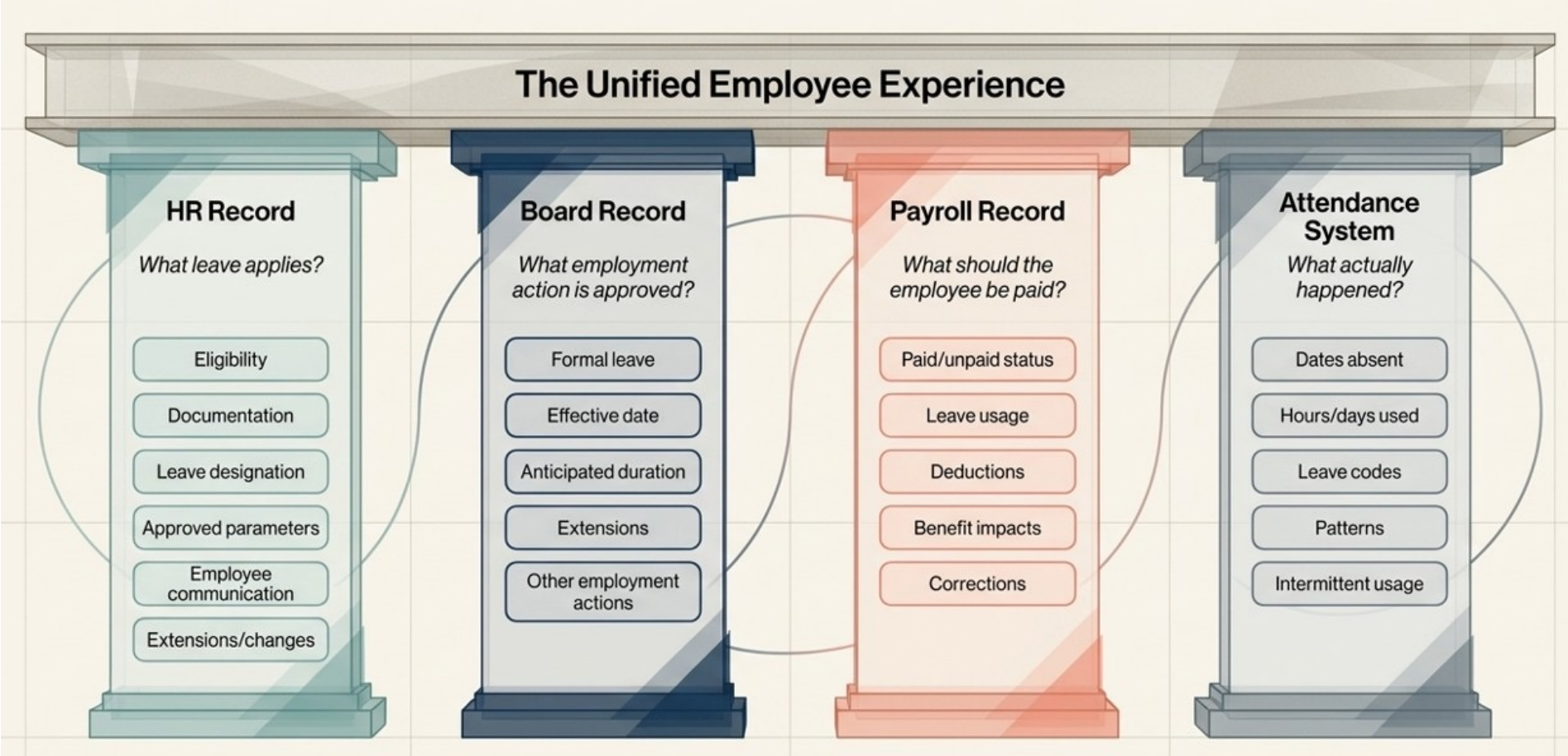
HR and Payroll Cannot Function in Isolation



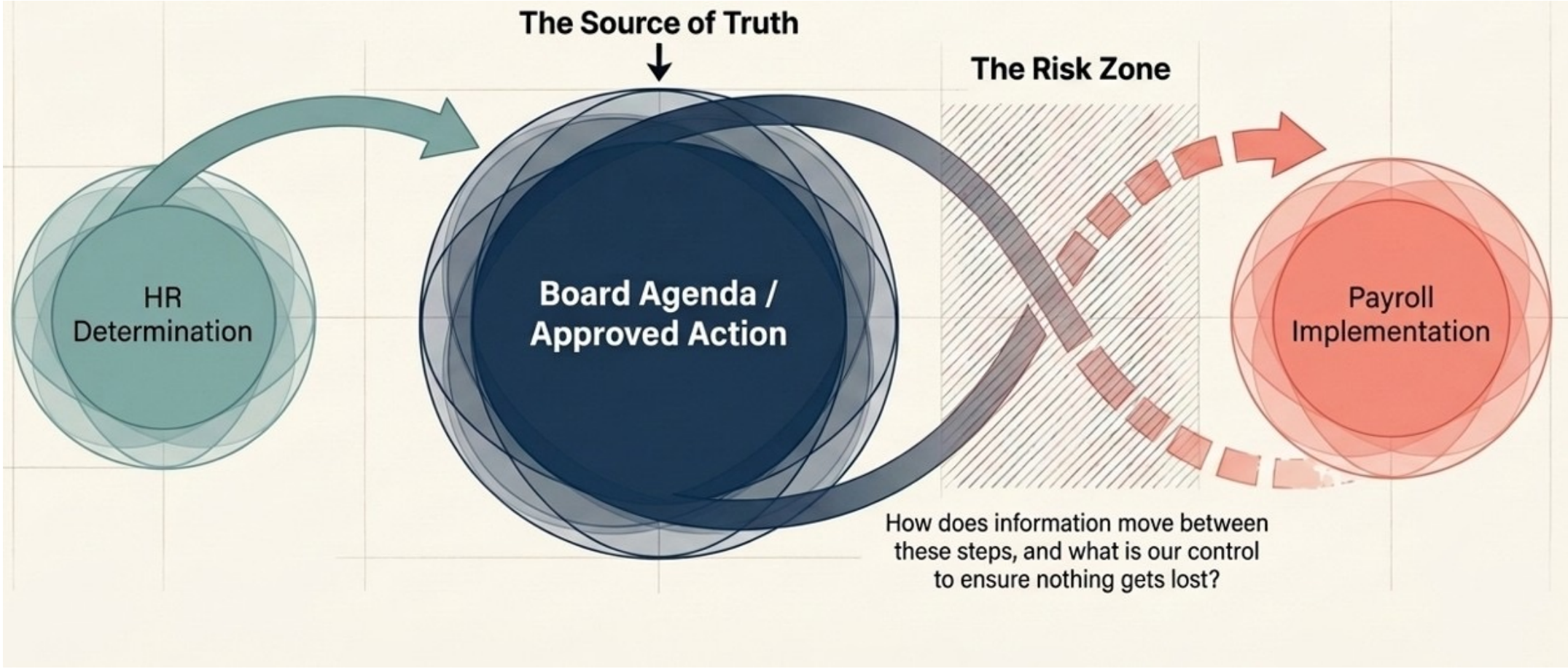
The leave process is an ongoing orbit, not a linear path!



Four distinct records must tell the exact same story.



The Board agenda serves as the ultimate source of truth.

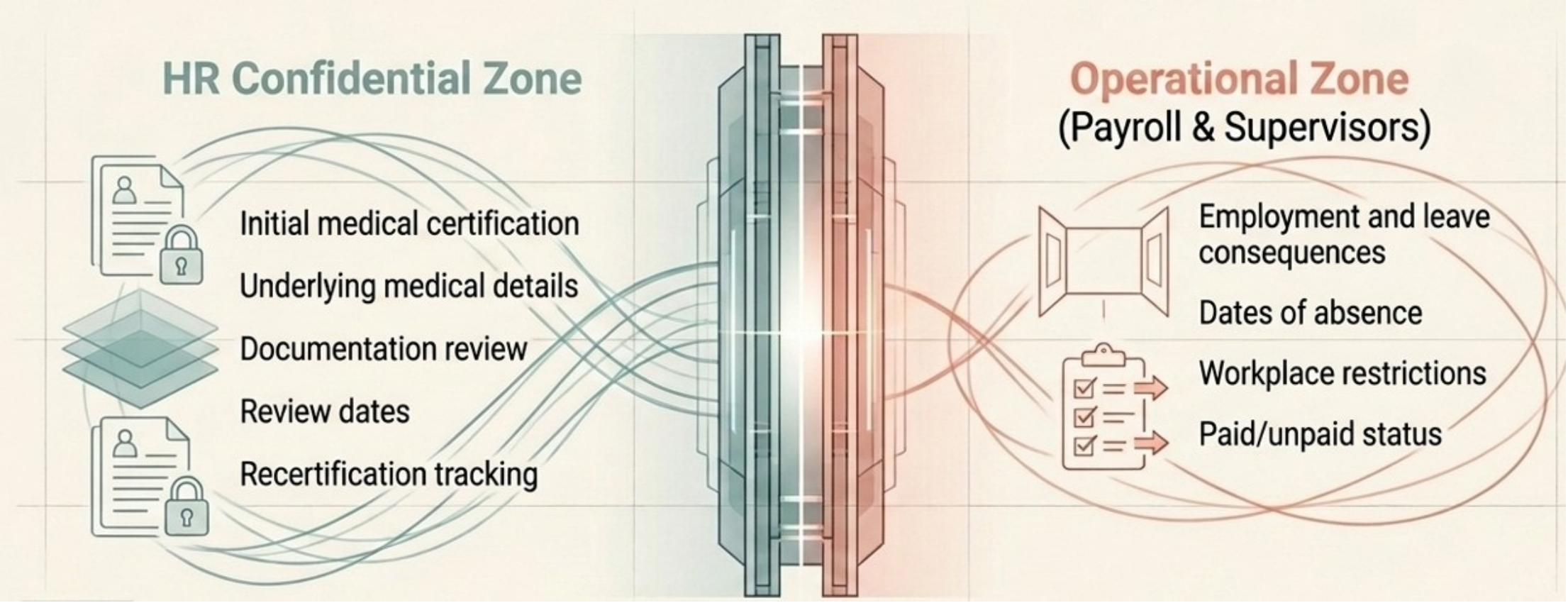


NOTE: Board action does not replace HR's eligibility/documentation process, Payroll's responsibility for accurate pay, or ongoing monitoring.

Different leave architectures demand different monitoring strategies.

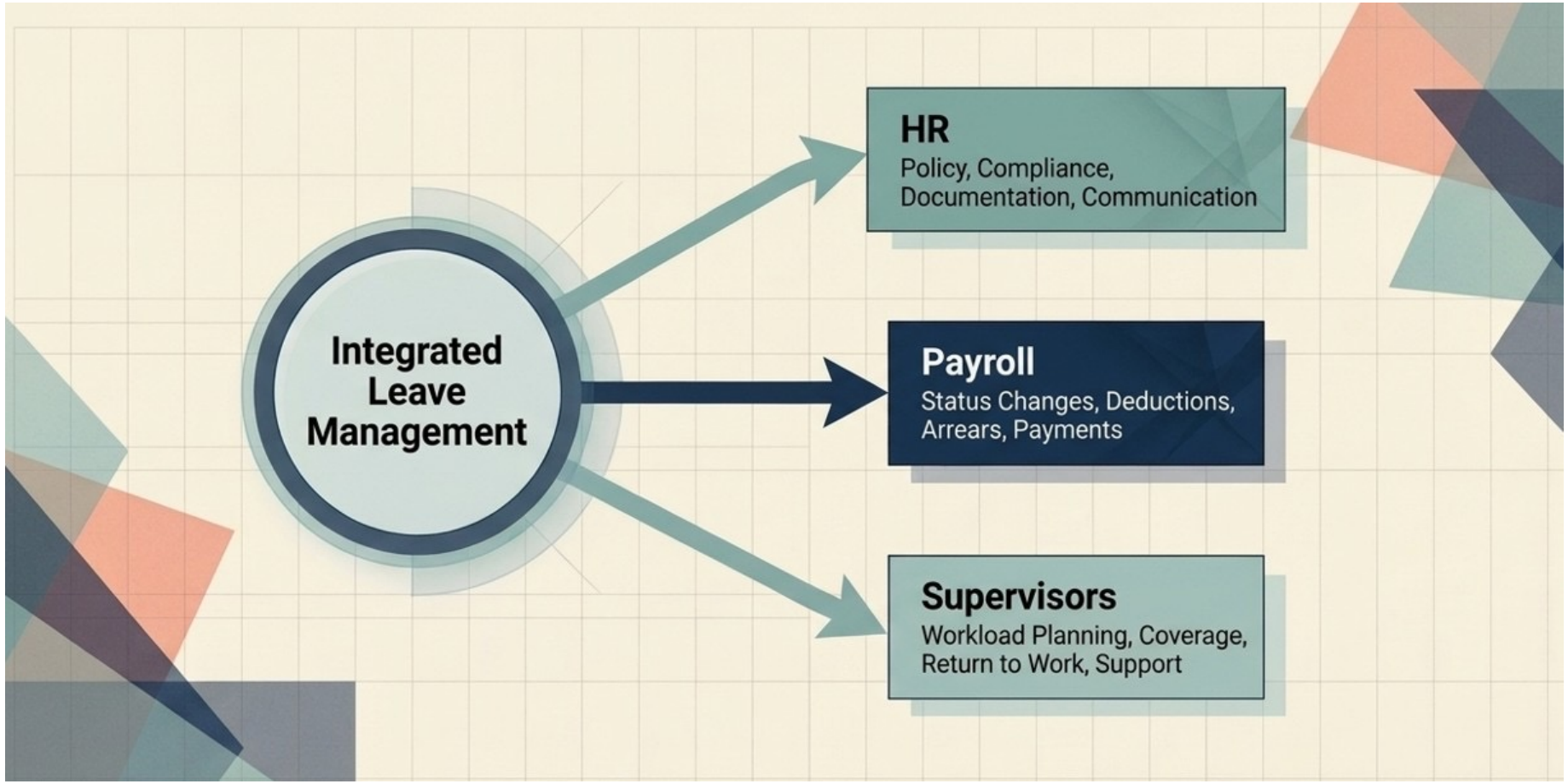
Continuous Leave		Relatively straightforward monitoring.
Intermittent Leave		Approving this leave is not the endpoint; it creates an ongoing, intense monitoring responsibility.
Reduced-Schedule Leave		Creates overlapping leave, payroll, and complex scheduling implications.

Medical Certification, Re-Certification & Privacy

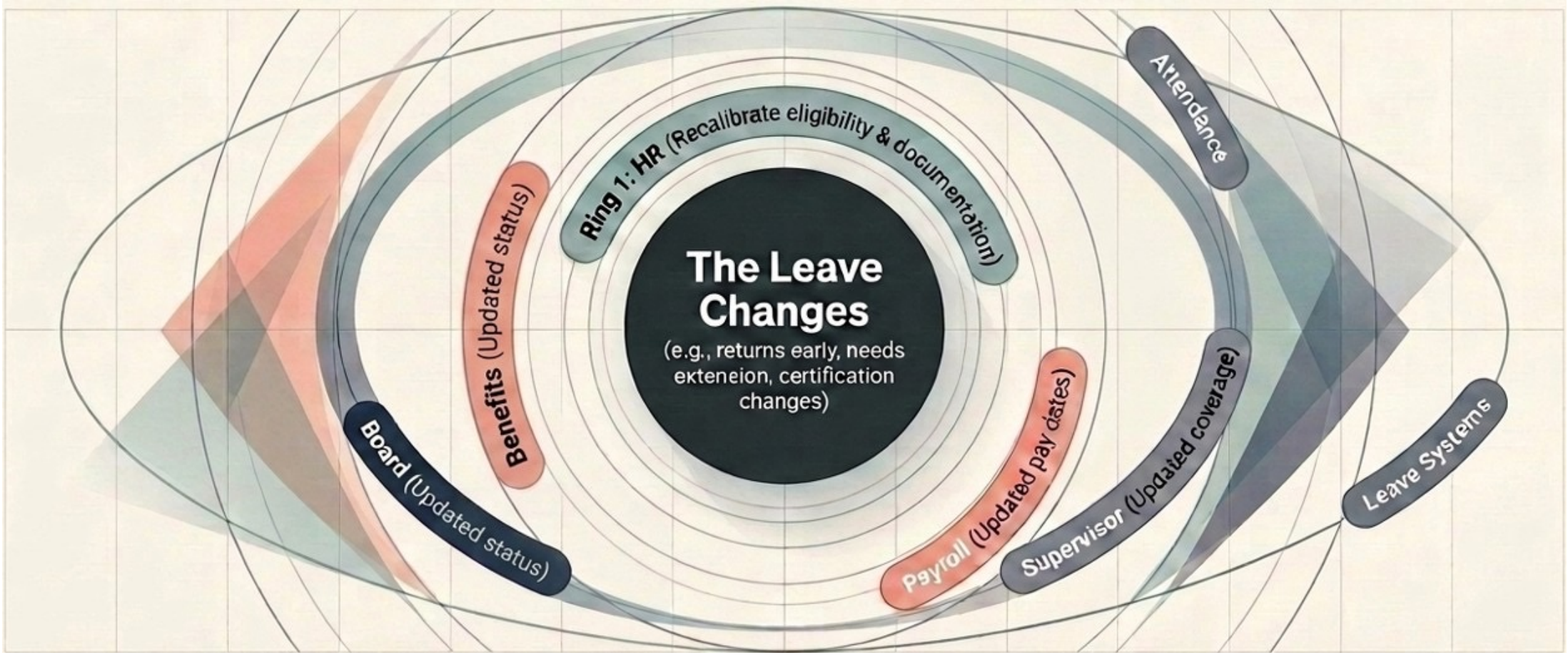


Payroll and supervisors require the employment consequence, **never** the underlying medical details.
Medical documentation belongs exclusively within the confidential HR process.

A coordinated response is vital for effective leave administration.



Operational disruptions radiate outward from a single change.



The administrative process must be designed for continuous change, not just for the initial approval.

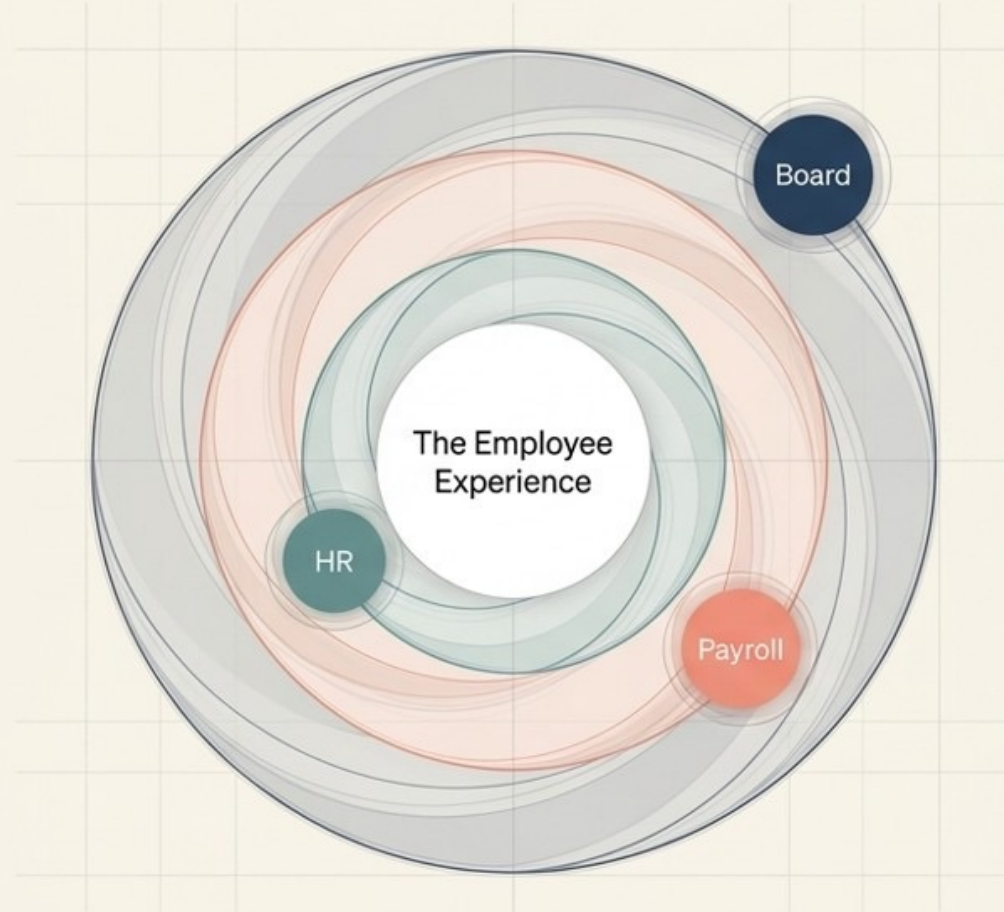
Key Takeaways:
Managing Radiating Disruptions

- Interconnected systems: A change in one area (e.g., HR) directly impacts others (Payroll, Benefits, Supervisors, Attendance).
- Real-Time Communication: Continuous communication flow is crucial to avoid errors and delays.
- Beyond Initial Approval: The process doesn’t end with the leave approval; it requires ongoing management.
- Systemic Risk: Failure in any one ring can lead to significant compliance or financial issues.

Technology accelerates the process but cannot make the determinations.



A synchronized ecosystem protects the employee and the district.



- The employee receives accurate information.
- HR knows the precise leave status.
- The Board’s action is accurately implemented.
- Payroll pays the employee correctly.
- Benefit deductions are handled appropriately.
- Supervisor knows only what they need to know.
- Medical privacy is strictly protected.
- Changes do not fall through the cracks.

The right information.
To the right person.
At the right time.

Q&A

THANK YOU

Thank you for joining us

RedRover K-12 HR & PAYROLL LEADERSHIP FORUM

Every leave request is a compliance decision, a payroll event, and a moment that matters to an employee.

UP NEXT

Bringing Control & Clarity to School Workforce Planning

2:55 – 3:25 PM EST



Len Reed

Tigard-Tualatin



Nick Rawson

Central Valley