

LOA vs FMLA

Some of our most asked questions are about LOA and FMLA and how do they each work.

LOA (Leave of Absence) is the process of securing time off from your employer for any qualifying reason, not just medical. You must apply for LOA anytime you will be absent from work for more than 15 working days, and it must be approved by your school or department as well as HR. There are many types of LOA to cover a variety of events that may happen in your life.

FMLA (the Family Medical Leave Act) provides job and benefits protection when you must be out of work for a covered reason for yourself OR for a qualifying family member but does not continue your pay during that time. You must request FMLA whenever you are out for a qualifying medical reason for yourself or for a family member for more than 3 days.

You can read more detailed information on LOA and FMLA in the [Employee Playbook](#). Leave Forms can be found on the [HR Forms page](#) on the district's website.

Thank you,

Your HR Generalists

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