

Oregon Virtual Education Charter School

Code: GCBDA/GDBDA-AR(7)
Revised/Reviewed: 5/14/12

Designation Notice

Leave covered under the public charter school must be designated as approved leave and the public charter school must inform the employee of the amount of leave that will be counted against the employee's leave entitlement.

In order to determine whether leave is covered, the public charter school may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient.

Employee _____

Date _____

We have reviewed your request for leave and any supporting documentation that you have provided. We received your most recent information on _____ and decided: _____

Your request is approved.. All leave taken for this reason will be designated as leave.

The leave requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your entitlement:

Provided there is no deviation from your anticipated leave schedule, the following number of hours, days or weeks will be counted against your leave entitlement:

Because the leave you will need will be rescheduled, it is not possible to provide the hours, days or weeks that will be counted against your entitlement at this time. You have the right request this information once in a 30-day period (if leave was taken in the 30 day period).

Please be advised (check if applicable):

You have requested to use paid leave during your leave. Any paid leave taken for this reason will count against your leave entitlement.

We are requiring you to substitute or use paid leave during your leave.

- You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position is is not attached. If attached, the fitness-for-duty certifications must address your ability to perform these functions.
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- Additional information is needed to determine if your leave request can be approved.
 - The certification you have provided is not complete and sufficient to determine whether your leave request applies to your leave procedures. You must provide the following information no later than _____ (at least 15 calendar days), unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied. The information needed to make the certification complete and sufficient is:
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- We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

- Your leave request is NOT APPROVED.
- The leave request does not meet the requirements of this policy.
- You have exhausted your leave entitlement in the applicable 12-month period.