



DICKSON COUNTY BOARD OF EDUCATION

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Employee Checklist for Leave of Absence

1. Inform your Principal or Direct Supervisor of leave and the description of the leave requested including the beginning and ending date of requested leave. _____
2. Review DCBE Leave Policies/Procedures. (Located on District Website)_____
3. Print and review District Leave of Absence Request form. (Located on District Website) _____
4. Review District Leave of Absence Request Form with Principal or District Supervisor and acquire Principal/Supervisor signature. Each leave requires an additional Leave of Absence Form. i.e. Maternity Leave and extended leave after birth of child. _____
5. Each leave should be accompanied with documentation. i.e. Doctor's with beginning and ending dates of leave request, extended leave letter of request to Dr. Weeks. _____
6. Contact HR office to schedule an appointment to review paperwork. _____
7. Contact Payroll office to schedule an appointment to review paperwork. _____
8. Return to work: A doctor's statement indicating release to work with no restrictions should be submitted to the HR office prior to return to work. Restrictions should be defined, include a time frame and a clear to work with no restrictions after return doctor's visit.

_____ **Process Complete.**