

# LEAVE OF ABSENCE ACCOMMODATION INSTRUCTIONS



## Aldine ISD

### **New Leave of Absence and Accommodation Instructions**

1. Complete the New Leave Request form at <https://www.leavesolutions.com/newleaverequest/> or reach out to your Dedicated Consultant, Latasha, at 414-930-7218 or [Latasha@leavesolutions.com](mailto:Latasha@leavesolutions.com).
2. Flores Leave Solutions will reach out to you with any follow up questions and instructions within one business day.
3. Flores Leave Solutions will notify Human Resources and your supervisor about your leave of absence request for scheduling purposes.
4. Watch for a packet in the mail or via email from Flores Leave Solutions with instructions and forms for you and your health care provider to complete.
5. Give the required forms to your health care provider and ask them to fax them to Flores Leave Solutions at 866-780-1243.
6. Flores Leave Solutions will review the information from your provider and reach out to you with any questions.
7. Flores Leave Solutions will contact you with a written confirmation of the leave of absence decision and any other instructions, such as return-to-work instructions.

### **Changes to Your Leave of Absence**

Please notify Flores Leave Solutions if there are any changes to the estimated frequency or duration of your leave of absence or changes to your accommodation needs.