

**Central Valley School District**  
**Job Description #806**

**TITLE**                    **Leave Specialist**

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**GENERAL SUMMARY**

The Leave Specialist performs a variety of tasks to ensure the smooth and efficient processes and procedures related to Leaves of Absence. The Leave Specialist will interface with the Human Resources, Business Services, schools and employees on a regular basis regarding Leaves of Absence. The Leave Specialist will help employees understand the District policies and procedures, the necessary paperwork, FMLA, WAFL, WA Care Act, USERRA, Shared Leave, Worker's Compensation, etc. related to Leaves of Absence. The Leave Specialist will ensure employee pay and benefits are properly adjusted for extended leave.

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**ESSENTIAL JOB FUNCTIONS**

1. Maintain sensitivity and confidentiality related to all aspects of the position.
2. Exhibit initiative, creativity and enthusiasm in performing job functions.
3. Respond to employees and the public in a cordial, courteous manner.
4. Answer the telephone, relay messages and schedule appointments.
5. Compose standard letters, memos and reports accurately, professionally and independently with minimal supervision.
6. Attend pertinent workshops and training sessions.
7. Stay abreast of changing laws and policies and procedures related to Leaves of Absence.
8. Work with Human Resources to update leave forms to comply with requirements and changes.
9. Respond to inquiries and concerns regarding Leaves of Absences.
10. Coordinate Leave of Absence information and records with Human Resources and Business Services.
11. Assist in the processing of ESD 101 Incident Report Forms and keep ESD 101, Human Resources and supervisors informed with regard to Worker's Compensation time loss.
12. Track Leaves of Absences using Human Resource information, Incident Report Forms, the sub calling system, Report of Employee Absence forms, etc.
13. Notify employees when documentation is needed and provide the appropriate leave forms – Leave of Absence Request, FMLA Certification, Report of Employee Absence, Application to Receive Shared Leave, ESD 101 Incident Report Form, etc.
14. Determine FMLA eligibility and the impact of leave on the employee's pay and benefits.
15. Provide information to Business Services to facilitate retirement reporting, payroll deductions, time sheet processing, benefit changes and leave usage.
16. Prepare and distribute Employer Response to FMLA Leave Request letters to employees and Human Resources.
17. When necessary, provide employees with relevant benefit information and enrollment/claim forms.
18. Assist with the maintenance and accuracy of the Employee Absence Statements and absence database.
19. Manage shared leave donations and use.
20. Organize and maintain separate Leave of Absence and confidential medical files for employees.
21. Track, review and report the status of Leaves of Absence to Human Resources and Business Services on a regular basis.
22. Verify CVEA leave without pay in early August each year.

23. Assist with taping, entering and verifying payroll timecard batches including the LWOP and deduction batches.

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## **REPORTING RELATIONSHIPS**

This position reports to the Business Manager.

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## **MENTAL DEMANDS**

Required to meet strict payroll and reporting deadlines; requires concentration, accuracy and attention to detail; requires the proper application of complex leave requirements to a myriad of diverse situations; exposed to frequent interruptions and a variety of assignments; may deal with distraught or difficult individuals.

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## **PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods.

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## **QUALIFICATIONS**

1. Possess 3-5 years successful experience in payroll and benefits, preferably in a school district.
2. Possess the ability to accurately type/word process 55 wpm.
3. Possess knowledge of FMLA, USERRA, WAFL and WA Care Act related to Leaves of Absence.
4. Possess knowledge of District policies and procedures, Shared Leave program, Worker's Compensation program, collective bargaining agreements, pay, benefits, and leave related to Leaves of Absence.
5. Possess knowledge to use office machines: copier, calculator, computer, etc.
6. Possess experience using BusinessPLUS.
7. Possess a "customer service" orientation.
8. Possess demonstrated skill in accuracy and attention to detail.
9. Possess demonstrated skills in cooperation and communication.
10. Possess the ability to prioritize and multi-task to meet deadlines.
11. Possess the ability to be flexible and work well independently.
12. Possess excellent filing and organizational skills.
13. Possess the ability to correctly assess leave situations and apply leave rules.
14. Proficient with Excel spreadsheets and Word documents.

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## **UNIT AFFILIATION**

PSE - Secretarial/Clerical

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## **CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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## **CLASSIFICATION HISTORY**

Updated 8/13