

# LEAVE OF ABSENCE PROCESS



Human Resources manages  
extended leave of absences

## Employee Requesting Leave:

1. Inform your supervisor.
2. Contact Human Resources to request your leave.  
Go to [leaves@oxnardsd.org](mailto:leaves@oxnardsd.org)
3. In your email you need to provide the following information: (a) reason for your leave (please do not include diagnosis or treatment plan) and (b) estimated dates or duration of leave.

## Types of Leave:

- Employee's own medical health condition
- Family member's medical condition
- Pregnancy Leave
- Parental Leave
- Military Related Leave
- Personal Leave
- Other

## Employees' Requirements and Responsibilities:

- Communicate with supervisors and Human Resources frequently
- Return the forms requested within 15 calendar days to Human Resources
- Send return to work forms to the Human Resources  
Email: [leaves@oxnardsd.org](mailto:leaves@oxnardsd.org) or  
Fax: 805-385-1522

## What will HR do with your requests?

1. Prepare and send appropriate leave paperwork to employees.
2. Designate leave when all required documentation has been submitted and all necessary approvals have been received.
3. Advise the Payroll Department and the supervisor or designated site administrator of next steps for the leave.
4. Coordinate employees return to work, which may include required documentation.

*Communicate with supervisor and employee through every step of the process*

## CONTACT:

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