

Office of Retirement, Leave, and Unemployment Compensation Services



Retirement Office Phone: 305-995-7080

Leave/Unemployment Phone 305-995-7090

Fax: 305-523-0495

Retirement Services

- Our office counsels employees on their Florida Retirement System (FRS) retirement choices.
- Last year, our office retired 1,496 employees and provided counseling services to over 1,000 employees.
- FRS has two plans: 1) Pension and 2) Investment. We educate employees on both plans and assist in determining the best choice for them.
- Employees who are age 62 or have 30 years of service are eligible to join DROP. Employees may request an appointment with our office up to six months in advance to see a counselor who will provide them with an estimate.
- New hires should be encouraged to contact the State of Florida Division of Retirement or our office. Choices made early on can affect their eligibility to access retirement benefits.

Leave Services

- Our office adjudicates leaves of absences that are more than 30 workdays.
- If you receive a leave of absence request and you have information that you believe our office should be aware of, please contact us immediately.
- Most of our forms have been revised, please make sure that employees are using current forms, available on our website.
- All employees returning from leave must be cleared by the Leave Office. Do not allow an employee to report earlier than expected unless you have obtained approval from the Leave Office.
- Our office is the point of contact for the Family and Medical Leave Act (FMLA). **Be cautious before denying a leave request for illness. Contact the Leave Office for guidance.**

Family and Medical Leave Act (FMLA)

- Employees may request FMLA leave for the following reasons: a serious health condition involving: self, a child, parent or spouse; for birth or adoption as well as military qualifying exigency.
- FMLA can be taken for 12 continuous weeks or intermittently for up to 60 days, both within a 1 year period.
- MDCPS form FM-7380 (Medical Documentation) must be used for the certification of intermittent leave.
- Employer has the right to inquire about the nature of the absence.
- Keep a record of FMLA absences to avoid abuse.

Unemployment Compensation

- Our office responds to the state on all unemployment compensation claims.
- It is important to respond to our office as soon as possible when we request information about one of your employees because the district may be liable for unemployment costs.
- A verbal, implied or written assurance of a job at the end of the school year to an employee can help minimize the district's unemployment costs.

Please visit our Website <http://leaveretirement.dadeschools.net>