



Leave of Absence

East Coast Risk Management (ECRM) Administrator of Pittsburgh Public Schools' Leaves of Absences

ECRM administers the following medical and child related leaves of absence:

- Medical Leaves per the Family and Medical Leave Act (“FMLA”)
- Pregnancy Leaves per the FMLA
- Paternity Leaves per the FMLA
- Adoption Placement of Foster Care Placement Leaves per the FMLA
- Childrearing Leaves
- Non-FMLA medical, maternity, paternity, and adoption placement and foster care placement Leaves

To Request a Medical or Child-Related Leave

1. Please email ECRM at pps.fmla@eastcoastrm.com to request a leave of absence. Please apply for your leave as soon as possible and, at least 30 days in advance, when the need to take a leave is foreseeable.

Please Note: Email is preferred. However, if you do not have access to email, then you may call ECRM at 724-978-7749.

2. In response to your request for a leave, ECRM may request that you complete and submit certain information. Please complete and return any information that ECRM requests. Failure to do so will delay your request and may result in your leave being unapproved.
3. Eligibility and approval will be determined by ECRM.

ECRM does not administer the following leaves:

- Sabbaticals or Education Leave
- Religious holiday or observance Leave
- Military Leave covered under USERRA

For the above leave requests please contact, Employee Relations Manager, Anne Reckhouse at areckhouse1@pghschools.org or 412-529-3627.

- COVID-19-related Leaves – to request a Covid leave please apply by clicking on this link: https://pghboe.az1.qualtrics.com/jfe/form/SV_3UJ7Avz5InXPvrD