

FMLA (Family Medical Leave Act) Process

- When need for FMLA leave is determined, contact the Human Resources Department for the necessary forms.
- Contact the Substitute Coordinator to arrange for a sub if needed.
- Contact the Benefits Office regarding your benefits and/or if you have disability coverage.
- Once you have received the FMLA paperwork from Human Resources you will need to do the following:
 - Complete the Leave Request Form
 - Have the Leave Request Form signed by your Principal/Supervisor
 - Return the Leave Request Form to the Human Resources Department
 - Take FMLA Medical Certification to your healthcare provider. They must fill this form out and return it to the Human Resources Office.
- When all information has been received by the Human Resources office, a designation form will be sent out to the home address we have on file for you.

If you have any questions regarding FMLA leave or the process, please call the Human Resources Office at 817-598-2836.

