

## Step

## FMLA

1

### Notification

Employee notifies the Superintendent or Maria in Central Office of an anticipated lengthy absence.  
Building (Principal) reports absence likely to exceed 5 days--Support or Custodian 3 days to Maria in Central Office

2

### Notice of Eligibility and Rights & Responsibilities (WH-381 Form)

**2A** *If Eligible--Maria sends the Employee the WH 381 Form & Medical Certification Form*

Medical Certification form needs to be returned within **15** calendar days of the notice

**2B** *If Ineligible--Maria sends the Employee the WH381 Form Only and Maria lets them know one of the following options:*

Employee is informed that *if applicable* child rearing leave is an option-request needs to be sent to Superintendent

Employee is informed that *if applicable* an unpaid leave of absence leave is an option-request needs to be sent to Superintendent

3

### Medical Certification

**3A** Medical Certification is received by Maria and she creates a FMLA leave approval letter with the specified dates for the Superintendents signature.

Maria sends copies of FMLA leave approval letter to the Building Principal, Personnel File, Attendance, Payroll and Benefits

**3B** Once Employee begins leave, PAF is sent to Central Office by Building Principal.

**3C** If Medical Certification is **NOT** received by Maria -Leave time is NOT considered FMLA protected leave.

4

### Employee Returns to Work

**4A** Employee Submits to Maria a doctor's certification to return to work **PRIOR** to the day before the certification is applicable.

**4B** Maria notifies the Building Administrator of the employee's return to work date and if there are any restrictions.

**4C** The Building Administrator and the employee make arrangements for employee's return or transition back.

**4D** *If there are restrictions* --Building Admin and Superintendent review whether they can be accomodated.

Employee notified of return to work date or conditions based upon outcome of Building Admin and Superintendent's discussion.

**4E** On the day the employee has returned back to work, the Building Principal completes a PAF for the return to work and sends the PAF to Central Office.