

FMLA (Family Medical Leave Act) Process

- When need for FMLA leave is determined, download necessary forms from this website or contact the Central Office and they can be mailed to you.
- Enter leave through the AESOP Program or contact the Substitute Coordinator to arrange for a sub if needed.
- Once you have received the FMLA paperwork 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, view our on-line policy, review the Employee Handbook or please call the Central Office at (940) 969-5001.