FMLA Process for De Soto #73

Employee notifies Human Resources

 Employee completes the FMLA Leave Request Form and returns it to HR. (Located on district website)

Human Resources will determine eligiblitly^

- Must have worked 12 months for distirct
- Must have worked 1,250 hours in last 12 months*
- If leave is for family membermust be eligible family member**

If elibigle, HR may request certification from Health Care Provider

- Employee is provided with form WH-381
- Employee may be provided with Certification Form WH-380-E or WH-380-F to be completed by their health care provider This form must be returned to HR within 15 calendar days.

HR will determine if leave is designated as FMLA leave

- HR will notify employee within 5 <u>business</u> days if leave has been desingated as FMLA leave, after the Certificaiton Form is returned
- Employee will recieve form WH-382

Update HR while employee is on leave

- The employee must update HR with FMLA leave changes
- HR may require periodic updates on employees status and intent to return to work.

Returning to work

- Health care provider completes FMLA-Return to Duty Release Form before returning to work.
- If employee requires restrictions, HR will review the restrictions before approving possible return to work

[^]If you are not eligible, you may request leave again in the future. Employee eligibility can change. If you are determined ineligible for FMLA leave, the district may request ADA information from your health care provider. Employees that are not eligible for FMLA leave may still be eligible for the District Sick/Catastrophic Bank.

^{*}The 1,250 hours includes only those hours actually worked for the employer. Paid leave and unpaid leave, including FMLA leave, are not included.

^{**}May only take FMLA leave to assist a parent, son/daughter, spouse, or child in which the employee stands in loco parentis with a "serious health condition".