

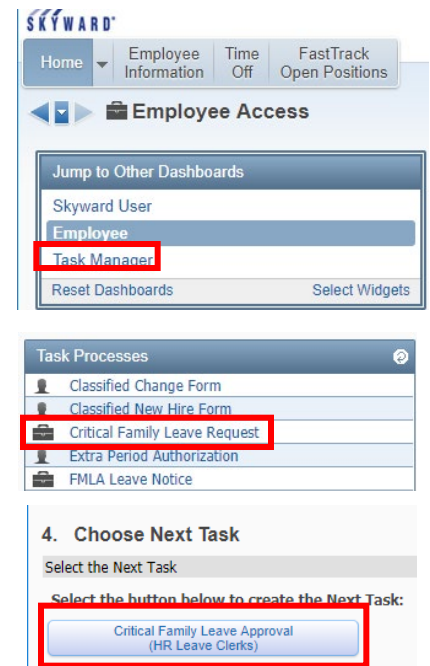
## Critical Family Leave Request Tutorial

[DP324 NEG- Sick Leave- Licensed](#) and [DP326 NEG- Sick Leave- Education Support Professionals](#)

When an employee is caring for an immediate family medical with a serious medical condition and up to five (5) personal/annual days, the employee may choose to apply for critical family leave in order to access his/her personal sick leave.

To apply for Critical Family Leave, log on to Skyward Employee Access and submit the Critical Family Leave Request. Once the HR Generalist has received the completed custom form, you will receive notification **by your Jordan School District email** regarding your approval *after the next Sick Leave Review Board meeting*. The Sick Leave Review Board meets the first week of the month Sept through May. Prior to completion of this form, it is strongly encouraged to review all [District Leave Policies](#).

1. Log in to your [Skyward Employee Access](#). (If you do not know your login and/or password, contact the Information Systems Help Desk at 801-567-8737.)
2. Select “Task Manager” under the “Jump to Other Dashboards” widget.
3. Under “Task Processes” select “Critical Family Leave Request.”
4. Open the Sick Bank Request form, enter information in all required fields and then click the “Save” button.
5. Click the “Next” button and enter Notes, as appropriate.
6. Click the “Next” button until you reach the final step “Choose Next Task.” Click the “Critical Family Leave Approval” button to submit the Critical Family Leave Request. An email will be sent to your District email account confirming the Critical Family Leave Request submission.



### Required Medical Documentation

A complete and sufficient medical certificate signed by your health care provider must be submitted to HR Generalist for all Critical Family Leave requests. You are encouraged to use the [Certification for Qualified Family Member](#) to provide the medical information, which must be returned to HR Generalist in person, sent through District mail, emailed to [rebecca.eastman@jordandistrict.org](mailto:rebecca.eastman@jordandistrict.org), or faxed to 801-567-8056.

***If you have already applied for FMLA and submitted medical certification through that process, you will not need to submit additional medical information, unless requested.***

Questions regarding Critical Family Leave should be directed to the HR Generalist at [rebecca.eastman@jordandistrict.org](mailto:rebecca.eastman@jordandistrict.org) or 801-567-8249.

If you need assistance, contact the Administrative Assistant at your location or the HR Generalist.