

# FMLA Leave Flow Chart/Checklist-Licensed

## Prior to FMLA Leave

### Employee Actions

- Review the Flow Chart/Checklist, FMLA FAQs, and District Leave Policies
- Complete and submit FMLA Leave Notice in Skyward-Employee Access
- Supply HR Generalist with copy of special calendar, if applicable
- Complete Sick Bank (SB) Request or Critical Family Leave (CFL) Request, **as appropriate**, in Skyward-Employee Access
- Arrange for a Long Term Substitute, *if absence will be more than 10 days*
- Enter request in AESOP, *if absence less than 10 days*
- If a scheduled absence, enter time off in Skyward-Employee Access, request assistance **OR** delegate time entry to Administrative Assistant

### HR Actions

- Email employee copy of tentative calendar, eligibility notice, FMLA medical certification and Return To Work (RTW) Release
- Review Sick Bank(SB) and Critical Family Leave(CFL) Requests at next Sick Leave Review Board meeting (1<sup>st</sup> week of each month), **as needed**
- Issue SB and CFL determination letters following meeting including Sick Bank Worksheet and updated calendar, as appropriate

## Start of Leave/During Leave

### Employee Actions

- Return medical certification to HR Generalist in person, by district mail, fax, or email (**preferably 30 days prior to your first day of leave**)
- Notify the Administrative Assistant **and** HR Generalist *on your first day of leave*
- Enter time in Skyward-Employee Access *by the last day of each month* **OR** delegate time entry to Administrative Assistant

### HR Actions

- Email employee receipt of medical certification and include designation notice (approval or denial of FMLA)
- Update the tentative calendar, as appropriate

### School Actions

- Either the employee **OR** the Administrative Assistant will enter employee leave days in Skyward Employee Access
- If days are different from the calendar, notify HR Generalist immediately

### (For LONG TERM SUBSTITUTES ONLY)

- Administrative Assistant will enter absences in AESOP and attach the substitute assignment

## Returning to Work

### Employee Actions

#### Returning to Work

- Provide HR Generalist with a completed Return to Work Release **prior to return**, which must include information about any work duty restrictions
- Obtain approval to work with restrictions and sign Transitional Work Agreement (TWA).

#### Not Returning to Work after Leave OR

#### Not returning the next contract year

- Complete online notice of resignation in Skyward-Employee Access

#### **(FOR LICENSED EMPLOYEES only)**

#### **Tentative** Resignation Incentive Deadlines

Dec 15 <sup>th</sup>	\$500
Jan 15 <sup>th</sup>	\$300
Feb 15 <sup>th</sup>	\$200

\*Will only apply if the employee **completes** the annual contract year.\*

### HR Actions

- Verify leave time entries
- Create Final Calendar
- Send the employee an email, which will include: receipt of Return To Work Release, copy of final calendar, notification of FMLA closure, and Sick Bank repayment amount, if applicable (**this can occur up to the completion of the succeeding contract year**)