

## FMLA Leave Notice Tutorial

### [DP322- Family and Medical Leave Act](#)

When a medical event is scheduled, a 30-day notice is preferred. As soon as you know about a potentially qualifying event, log on to Skyward-Employee Access and submit the FMLA Leave Notice. Once the HR Generalist has received the completed custom form, you receive notification by email (to your JSD email account) regarding your eligibility within 15 days. 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 “FMLA Leave Notice.”
4. Open the FMLA Leave Notice 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 “FMLA Leave Approval” button to submit the FMLA Leave Notice. An email will be sent to your District email account confirming the FMLA Leave Notice submission.



#### 4. Choose Next Task



### Required Medical Documentation

A complete and sufficient [Medical Certification- Employee/Self](#) or [Qualified Family Member](#), signed by your health care provider must be submitted to the HR Generalist for all medical leave requests within 15 days of giving notice. The completed form must be returned to the HR Generalist in-person, sent through District mail, emailed to [leaves@jordandistrict.org](mailto:leaves@jordandistrict.org), or faxed to 801-567-8054. Do not provide this certification to your principal/director/supervisor.

### Returning to Work

If the leave is for your own serious health condition, you must be released by your health care provider *before you return*. The [Return to Work Release](#) must be submitted to HR Generalist prior to your return to work date.

**Questions regarding FMLA leave should be directed to the HR Generalist at [leaves@jordandistrict.org](mailto:leaves@jordandistrict.org) or 801-567-8249.**

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