

FMLA Leave Flow Chart/Checklist-Licensed

Prior to FMLA Leave

Employee Actions

(at least 30 days in advance or as soon as foreseeable)

Review the Flow Chart/Checklist (*this document*), [FMLA FAQs](#), and [District Leave Policies](#)

Complete and submit FMLA Leave Notice in Skyward-Employee Access ([tutorial](#))

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 Frontline, *if absence **less than 10 days***

If a scheduled absence, [enter time off in Skyward-Employee Access](#), request assistance from Administrative Assistant

HR Actions

- Email employee copy of eligibility notice and appropriate FMLA medical certification
- Review Sick Bank (SB) and Critical Family Leave (CFL) Requests at next Sick Leave Review Board meeting (1st 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 ([self](#) or [family member](#)) to HR Generalist in person, by district mail, fax, or email (**minimum of 30 days prior to your first day of leave or as soon as foreseeable**)

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** request assistance from Administrative Assistant

HR Actions

- Email employee receipt of medical certification and include designation notice (approval or denial of FMLA), tentative calendar, and Return to Work Release (RTW)

School Actions

- The employee will enter employee leave days in Skyward Employee Access
- If days are different than anticipated, notify HR Generalist immediately

(For LONG TERM SUBSTITUTES ONLY)

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

Returning to Work

Employee Actions

(at least 7 calendar days prior to anticipated return date)

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), as applicable.

Not Returning to Work after Leave OR Not

Returning the Next Contract Year

Complete online notice of resignation in Skyward-Employee Access ([tutorial](#))

(FOR LICENSED EMPLOYEES only)

Tentative Resignation Incentive Deadlines

Dec 15 th	\$500
Jan 15 th	\$300
Feb 15 th	\$200

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

HR Actions

- Verify leave time entries
- Finalize 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**)