



RICHMOND PUBLIC SCHOOLS
Human Resources

Family Medical Leave act (FMLA) Quick Reference Requesting Leave

1. Notify your immediate supervisor.
2. Notify the Talent Office of your need, request family medical leave and short term disability documents by calling:

Michelle Owens @ 804-780-5824 or email: mowens2@rvaschools.net
3. Check your leave balances using the employee portal & submit your leave into the absence management system for approval.
4. Return FMLA paperwork and short term disability paperwork to the Talent Office, you will receive a notice if your request is approved or denied.
5. Update your immediate supervisor and the Talent Office to advise of your status and intent to return to work.

Returning to Work

Leave due to your illness/condition or Leave due to covered Family Member

<ol style="list-style-type: none">1. Obtain a fitness for duty certification from your health care provider. This must be submitted to the Talent Office prior to resuming work.2. Contact your supervisor at least 2 working days in advance if possible to notify them of your intent to return to work3. Notify the Talent Office of your return to work (failure to do so may impact your pay).	<ol style="list-style-type: none">1. Contact your supervisor at least 2 working days in advance to notify them of your intent to return to work.2. Notify the Talent Office of your return to work (failure to do so may impact your pay).
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