



Kettering City Schools FMLA Process

1. Employee (or your direct report) notifies Human Capital through email/or phone call that there is a need for the FMLA forms or has been out for 3 consecutive days.
2. Human Capital will send the FMLA request form and other appropriate documentation needed. Human Capital will let the employee know within 5 business days of the request when the physician documentation deadline is and when it needs to be submitted back to Human Capital.
3. Within 15 calendar days of the request, the employee or physician must provide the completed physician certification to Human Capital to review. The employee or physician may provide the necessary documentation through fax, email, and in person in the Human Capital department.
4. Human Capital will notify the employee on the status of the request within 5 business days:
 - If denied, Human Capital will notify the employee, and the principal that the physician documentation is insufficient, incomplete or not received and allow for the necessary updates to the certification for up to 7 calendar days. If the updates are not received within the given time frame the request will be denied and the employee will need to start the process over.
 - If approved, Human Capital will notify the employee, and the employee's direct report that the request has been approved and for how long the employee will be out. An employee is able to be out on FMLA leave for up to 12 weeks. Sick leave will run concurrently with the FMLA leave.