



## **Family Medical Care Act (FMLA) Agreement**

**The purpose of this document is to ensure that all employees have the necessary information when requesting FMLA. Please check the boxes below in agreement, as you prepare for your leave of absence.**

- 1. Any questions regarding FMLA should be directed to The Human Resources (HR) Department. **Please note, you must be employed with the district for at least 12 months in order to be eligible for FMLA.**
- 2. FMLA forms must be completed properly and returned to the HR Department within 30 days before the scheduled leave (unless a case of an emergency). The *FMLA Leave of Absence Request* form and the *FMLA Agreement* form are essential to the FMLA request process. Both forms can be found at [UCitySchools.org](http://UCitySchools.org) under the *Staff* tab, followed by *Human Resources (Staff Forms & Policies)*. All other documents will be provided to you by your HR representative, after properly submitting your request and agreement forms.
- 3. Notify your administrator that you are seeking leave covered under FMLA through HR. **Please note, you are not required to disclose the reason for leave to any person other than your HR representative.**
- 4. If your position requires a substitute or are requesting intermittent leave, you will check the box on your *FMLA Leave of Absence Request* form and communicate this information to your Building Lead. It will be your responsibility to contact [HR@ucityschools.org](mailto:HR@ucityschools.org) to have your intermittent FMLA days recorded in the system properly.
- 5. You will be paid according to the number of available compensable days you have in the system. It is imperative that you schedule a meeting with Jennifer Mullen of the Finance Department, regarding your pay and leave time. Contact Jennifer Mullen by phone or email at, 314-290-4034 or [jmullen@ucityschools.org](mailto:jmullen@ucityschools.org).
- 6. Please refer to the *Articles of Agreement* on the district website, from the *Staff Resources* tab. More information regarding our Match Days Policy, Leave of Absence and FMLA can be found here.
- 7. Once your FMLA has been approved by HR, you will receive an approval email containing all completed FMLA documents. An email from HR will go out to your Administrator, the Finance Department, and Assistant Superintendent informing them of your leave time.
- 8. If you have any questions regarding additional insurance policies, please contact Cigna at 1-800-997-1654.
- 9. Before returning to work from your FMLA Leave, you must provide official documentation from your doctor stating *clearance to resume work without restriction*. Please have your doctor email to [HR@ucityschools.org](mailto:HR@ucityschools.org). If you require accommodations, please contact HR at 314-290-4022 to discuss next steps.

**By signing below, I confirm I have read this agreement and will comply with the process outlined above.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HR Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_