

Foreseeable FMLA Requests - Employee Responsibilities

Notice:

The employee shall give 30 days advance notice to the supervisor of the intention to take leave under Family Medical Leave. The notice MUST follow the LEA's usual call-in procedure for reporting an absence. An employee will be required to submit a written statement as a formal request for the leave and the statement MUST explain the reasons for the requested leave and time period (DCS Policy 7520).

Once the request is made to the supervisor it will be forwarded to the Human Resources Office to the attention of the Benefits Coordinator. Upon review by the Human Resources Office, the Benefits Coordinator will send to the employee a Notice of Eligibility and Rights and Responsibilities letter, Certification of Health Care Provider Form, and Leave Agreement form depending upon eligibility under the Family Medical Leave Act. The employee MUST follow the next steps:

- Employee shall return medical certification documentation within 15 calendar days in accordance with the Family Medical Leave Act. If certification is not provided, any leave taken is NOT protected by FMLA.
- If an employee has particular circumstances that require an extension beyond 15 calendar days to return medical certification documentation, the employee must contact the Human Resource Office in advance.
- Employee MUST provide a completed Leave Agreement form.
- Employee shall receive a Designation Notice if leave requests meet FMLA requirements.

FMLA may be taken with or WITH OUT pay.

Please direct FMLA concerns to Francisco Rivas-Diaz; Benefits Coordinator at 910-296-6651 or via email at fdiaz@duplinschools.net.

Thank you!!!