

## Unforeseeable FMLA Requests - Employee Responsibilities

### Notice:

When an employee needs to take leave that is not foreseen, employees are required to comply with the usual procedures in notifying his/her supervisor and requesting leave. Please refer to **DCS Policy Code: 7510 Leave** for applicable requirements when requesting leave. If the employee fails to do so, the leave may be delayed or denied. An employee must comply with the notice and verification requirements of Family and Medical Leave, for continuous leave of more than 10 days if: (1) the leave also is eligible for leave under the Family and Medical Leave Act (FMLA), defined in policy 7520, and (2) the leave is designated as FMLA--eligible at the time it is taken or as soon as is feasible thereafter.

The Human Resources Office MUST be made aware of the absence as soon as it is practical. Once the Human Resources Office is made aware of the absence, the Benefits Coordinator will send to the employee a Notice of Eligibility and Rights and Responsibilities letter, Certification of Health Provider Form, and Leave Agreement to determine eligibility of under the Family Medical 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.

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

Thank you!!!