

Southwest Cooperative Family or Medical Leave Procedures (FMLA)

1. Notify supervisor of absence period.
2. Review Southwest Cooperative's Collective Bargaining Agreement and FMLA Policy regarding timelines for submission of request. The FMLA Policy can be found on the website by accessing the Forms link.
3. Complete *Employee Request for Family or Medical Leave (FORM WH 381)* which is accessible on the website through the forms link/employee forms.
4. Upon receipt of the employer's response to your FMLA request, you may be asked to provide further certification of a serious health condition as described under FMLA by date noted on the form. (*Certification of Health Care Provider FORM WH 380*)
5. A FMLA leave request that includes unpaid leave will be submitted to SWCCCASE Board of Directors for approval. Written notification will be sent to the employee.
6. Any changes in the circumstance outlined in the employee's original FMLA leave request must be reported to the **Personnel Office**.
7. If the FMLA leave request is for the employee (*submitted FORM WH380-E - not for a family member*), you will be required to present a fitness-for-duty certificate before returning to work. If such certificate is not timely received, return to work may be delayed until certification is provided to **Personnel Office**.