



---

## Lorain City Schools

### Approval of Family Medical Leave (FMLA)

Below is the basic Family Medical Leave (FMLA) information

**FMLA Fact Sheet form is viewable here:** <https://www.doi.gov/whd/regs/compliance/whdfs28.pdf>

1. Lorain City Schools, per Board policy, uses the "rolling 12-month period measured backward from the date an employee first uses any FMLA leave"; any FMLA leave within the last 12-month time period would be subtracted from the current 12-week allotment
2. Per LCS Board policy, any approved FMLA leave would run concurrently with any paid leave
3. If absent from work on an approved FMLA leave, an employee is still required to follow the normal absence reporting procedures within their building/department:
  - a. communicate with the principal/supervisor
  - b. enter the dates into AESOP to report the absence and schedule a substitute (if sub is required)
  - c. complete the *LCS Application and Affidavit for Use of Sick Leave* and submit to the supervisor with the medical documentation for the absence (may be completed upon return to work if leave was unexpected)
4. If an employee is absent from work on an approved FMLA leave for the employee's own serious illness, prior to returning to work, they are required to submit medical documentation from their physician (with the effective date)
5. If an employee is absent from work on an approved FMLA leave, and is not be able to return to work as originally scheduled, they must submit updated supporting medical documentation to detail the need for continued absence due to this serious medical condition.
6. If an employee is absent from work on an approved FMLA leave on an intermittent basis, please enter the absence as FMLA in AESOP.
7. Once the Treasurer's office receives an FMLA leave request, if it is determined that the absences do qualify for FMLA leave, the leave request would be placed on the next, regularly-scheduled Board of Education meeting for approval
8. An employee on an approved FMLA leave, if enrolled in the medical insurance plan, is still required to contribute their portion of the medical insurance premium while on leave. If the employee is not receiving a paycheck, they must make arrangements with the Treasurer's Office for payment of their premiums. Please contact Julie West, Director of Finance at [juwest@loraincsd.org](mailto:juwest@loraincsd.org) with any questions regarding the medical insurance premiums

Please contact Sandra Harrell, Benefits Coordinator at [saharrell@loraincsd.org](mailto:saharrell@loraincsd.org) with any questions, or if assistance is needed with the leave process.