

## Family Medical Leave Act, FMLA Employee Checklist

- ✓ Please review your Articles of Agreement and Board policy regarding leaves.
- ✓ Immediately notify your supervisor of your FMLA intentions.
- ✓ All completed FMLA forms must be received by Human Resources 30 days prior to the scheduled leave. In case of an emergency, we allow 48 hours.
- ✓ Return forms to [benefits@hazelwoodschoools.org](mailto:benefits@hazelwoodschoools.org) or fax 314-218-9079
- ✓ Complete the Leave of Absence request form and submit to HR.
- ✓ Complete Section I of the Certification for Health Care Provider form.
- ✓ Give the certification form and a copy of your job description to the health care provider. If the leave is for a family member, a job description is not required.
- ✓ The health care provider returns the completed certification form via email or fax.
- ✓ Complete a Long-Term Substitute form, if needed.  
[Kelly Educational Services Long Term Substitute Link](#)
- ✓ If FMLA is approved, HR will notify the employee, supervisor, and administrator.
- ✓ If intermittent FMLA is approved, employee must submit an intermittent, (IFMLA) form to HR for each absence by 5 PM on your next regularly scheduled workday. Be sure to copy your supervisor.
- ✓ While on leave, employee must use all available compensable days for time missed.
- ✓ Prior to returning to work, employee must submit a Fitness for Duty form to HR. If you are released with restrictions, you may not be able to return to work if there is no work available within the restrictions.

**YOUR HEALTH AND SAFETY IS IMPORTANT TO US. IF YOU HAVE QUESTIONS, CONTACT HR AT:**  
[BENEFITS@HAZELWOODSCHOOLS.ORG](mailto:benefits@hazelwoodschoools.org)