Medical Leave of Absence Request Instructions

Step 1: Contact Your Leave Specialist

Reach out to the **Payroll Department's Leave Specialist** for guidance and to initiate your leave request. The Leave Specialist will assist you throughout the process, helping to answer any questions and ensuring you understand the necessary steps. They will provide you with the **District's Medical Certification Form** that must be completed by your physician. Please submit this form to your physician promptly to avoid delays in processing.

Step 2: Submit Your Leave Request via Droplet

Three Ways to Access Droplet:

1. **HelloID Portal**: Click the Droplet icon in Snohomish School District's HelloID – Applications.
2. **District Website**: Visit the district website's Commonly Requested Forms section at **www.sno.wednet.edu/forms** and select Human Resource Services Staff Forms.
3. **Direct Link**: Navigate to app.droplet.io/forms in your web browser. Click "Start" on the "Employee Leave Request" form.

Submission Steps:

1. **Login**:
   - Enter your **school district email address** and click **"Continue"**.
   - First-time users: Review and accept Droplet's **Terms of Service**.
2. **Access the Form**:
   - Upon login, you'll land on your **Droplet dashboard**. Select **"Start New Form"** or proceed directly if using a specific form link.
3. **Complete the Form**:
   - Fill out all required fields.
   - You have the option to attach the **Medical Certification Form** completed by your physician. You may also return the Medical Certification form to your Leave Specialist for review and processing.
4. **Submit**:
   - Review entries for accuracy.
   - Click **"Submit"** to send your request to HR for processing.

Important Notes:

- **Timing**: Submit your request **at least 30 days in advance** for foreseeable leaves (e.g., planned surgery). For emergencies, notify the Leave Specialist **as soon as practicable**.
- **Support**: Contact your Leave Specialist for assistance with Droplet or documentation.

Need Help?

Contact your **Payroll Department's Leave Specialist** for assistance with Droplet, guidance on leave details, forms, deadlines, and/or any other leave related questions. **Payroll Dept. phone: 360-563-7235**