



Nash County Public Schools

Human Resources Department

930 Eastern Avenue, Nashville, NC

eFMLA Announcement to Employees

We are pleased to let you know that we are transitioning to an electronic FMLA leave management system (eFMLA) that will enable you to request leave by completing and submitting an electronic FMLA leave request form. Once you submit your request, we will be notified by email confirming that you have submitted your leave request. You will receive your FMLA-related notices and forms by email and will be prompted to set up your account in the eFMLA system. Emails will be from FMLA-Administrator@efmla.com. Once you set up your account, you will be able to access your notices and forms, and view your FMLA leave usage and balance. Any required medical certification form can be forwarded to your or your covered family member's health care provider electronically, who can then complete and submit the form electronically. If the health care provider will not complete the certification form electronically, you may print the certification form or fax it directly to the health care provider from the eFMLA system without using a fax machine. For any employees that doesn't have a Nash County Public School email, the Benefits Specialist will assist you through this process. The link will be added to the website and listed under the Human Resources tab. Please direct all questions to Carie Langley, Benefits Specialist at cmlangley@ncpschools.net.

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The Nash County Public School system does not discriminate against any person on the basis of race, sex, age, color, religion, national origin, citizenship status, political affiliation, or disability in any of its educational or employment programs or activities.