



Office of Human Resources
Mrs. Susan Fumo, Assistant Superintendent

The process for requesting Family Medical Leave Act (FMLA) leave at Freeport School District.

When to Contact HR

Any staff member who anticipates being absent for more than three (3) consecutive days must contact the HR department to initiate the FMLA process:

- **Certified Staff:** Contact Melissa Geiser
- **Classified Staff:** Contact Michelle Keister

Required Documentation

To complete your FMLA request, the following documents must be submitted:

1. **FSD Request for FMLA Form:** This form must be fully completed and signed by your building principal or director.
2. **FMLA Medical Certification:** This paperwork must be completed in full by your healthcare provider.


Timeline for Submission


All required paperwork must be submitted to Human Resources **30 days prior to the anticipated leave date** whenever possible. We understand that emergency circumstances may arise that prevent advance notice. In such cases, please contact HR as soon as reasonably possible to begin the FMLA process.

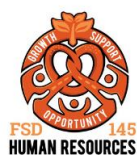
Questions

If you have questions about FMLA eligibility, the required forms, or the process, please contact the appropriate HR representative listed above.

Thank you for your attention to these important procedures.

 815-232-0300

 815-232-6717



 susan.fumo@fsd145.org

 501 E. South StFreeport, IL