FMLA and Paid Parental Leave Information

Attention DD2 Employees! Dorchester School District Two uses an online system to manage all FMLA requests and Paid Parental Leave requests. Please follow the steps below when requesting FMLA leave or Paid Parental Leave. If you have any questions contact Nancye Charpia (FMLA Administrator) at ncharpia@dorchester2.k12.sc.us or Mary Bryce Robbins at mrobbins@dorchester2.k12.sc.us.

PROCEDURES FOR REQUESTING FMLA/Paid Parental Leave

Step 1 – Request FMLA or Paid Parental Leave by completing and submitting the Employee FMLA Leave Request.

(1st enter basic contact info and submit. Then the system will e-mail the request form for completion and submission)

Step 2 – The employee will receive an e-mail with the eligibility notice within 5 days. The employee will complete and submit the medical certification form if requested.

Step 3 – The employee will receive a final designation notice/approval that indicates whether the FMLA or Paid Parental Leave request is approved or not approved.

Step 4 - Employees that are approved for FMLA or Paid Parental Leave will receive an e-mail from Scott Matthews verifying approval.

Step 5 – Once the FMLA and Paid Parental Leave are approved, the Benefits Specialist and Payroll Specialist associated with the employee's school will be notified. They will reach out to the employee about managing leave time and other items such as short/long term disability.