

Steps and Forms to Request Leave

- 1. Please complete and submit the Leave of Absence Request Form within 30 days of your medical leave. Be sure to advise your supervisor as well of your intent for medical leave.**

https://app.informedk12.com/link_campaigns/26-27-leave-of-absence-form?token=KNN3TSsLc6c3hmYtm5wg1Kuw

- 2. If the leave of absence is for yourself, please complete the FMLA Employee's Serious Health Condition Form. This form is to be completed by employee and health care provider.**

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:8b6d56a5-c3da-4231-ac55-108431818f4d>

- 3. If the leave is for a family member, please complete the FMLA Family Member's Serious Health Condition Form. This form is to be completed by employee and health care provider.**

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:8a01709f-5e51-49e0-9d41-b6b77581b25c>

- 4. Once the forms are completed, please return them to the Leave Coordinator by emailing rgrissom@fpschools.org send in the courier to Human Resources-Attention Rhonda Grissom, or fax to 253-298-3016.**