CLAYTON COUNTY PUBLIC SCHOOLS

"Building a Better Tomorrow, Today!"

8 - STEPS TO FAMILY AND MEDICAL LEAVE (FML)

START HERE
STEP 1

Eligible employees should be employed full-time with Clayton County Public Schools at least 1250 hours in the last 12 months.

STEP 2

Employee must complete the FML Request Form in its entirety and submit via email to FamMedLeave@clayton.k12.ga.us or by fax to 770-603-5767.

STEP 3

If all required documents are received, the employee will receive an email notification from the Division of Human Resources & Strategic Improvement (DHR & SI) Federal Leave Staff notifying of their leave eligibility, start date of leave, employee's rights and responsibilities, time period of the leave, and Return-to-Work requirements. In addition, employees will be notified on how to maintain their current benefits.

STEP 4

Employee must submit a Certification of Health Care Provider Form completed by the physician via email to FamMedLeave@clayton.k12.ga.us or by fax to 770-603-5767 as soon as possible.

STEP 5

Employee will receive an email which includes the FML Request Determination: Approved or Denied, Type of Leave (continuous or intermittent), Duration of FML weeks requested, and Return-to-Work requirements. A copy of the Job Description (JD) will be provided with a continuous leave request.

STEP 6

Employee must submit a Medical Release Intent to Return-to-Work Form completed by the physician 15 days prior to their Return-to-Work date. Please Note: If all required documents are not received in a timely manner, this will result in a delay of clearance to Return-to-Work.

STEP 7

Employee will receive an email releasing them to Return-to-Work. The supervisor and bookkeeper will be copied on the Return-to-Work email.

FINAL STEP
STEP 8

Employee will Return-to-Work on the first business day after the end date of their leave.

Division of Human Resources & Strategic Improvement: Benefits Unit