

Critical Family Leave Request Tutorial

[DP324 NEG – Sick Leave—Licensed](#)

and

[DP326 NEG – Sick Leave—Education Support Professionals](#)

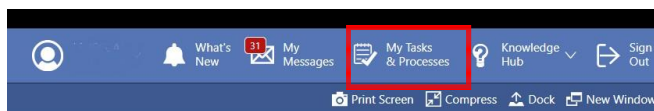
When an employee is caring for an immediate family member with a serious medical condition and has used at least five (5) personal/annual days for the family member's care, the employee may choose to apply for critical family leave in order to use some of the employee's personal sick leave for the family member's care.

To apply for Critical Family Leave, log on to Employee Access and submit the Critical Family Leave Request. Once the HR Generalist has received the completed custom form, you will receive notification by your Jordan School District email regarding your approval after the next Sick Leave Review Board meeting. Prior to completion of this form, it is strongly encouraged to review all [District Leave Policies](#)

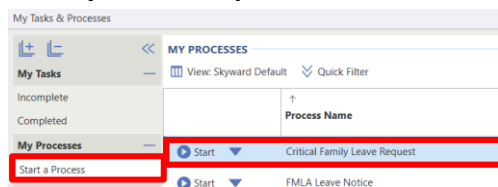
A complete and sufficient medical certificate signed by your health care provider must be submitted to HR Generalist for all Critical Family Leave requests. You are encouraged to use the Certification for Qualified Family Member to provide the medical information, which must be returned to HR Generalist in person, sent through District mail, emailed to leaves@jordandistrict.org, or faxed to 801-567-8054.

Questions regarding Critical Family Leave should be directed to leaves@jordandistrict.org or 801-567-8249.

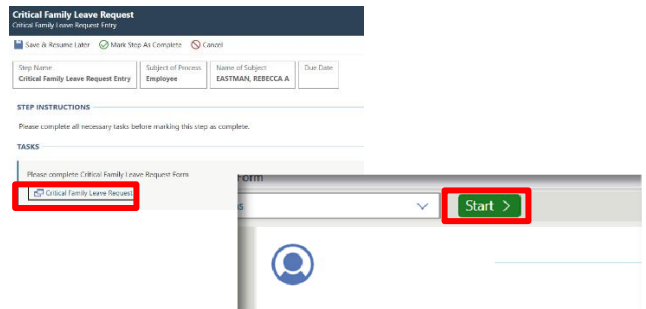
1 Select "My Tasks & Processes"



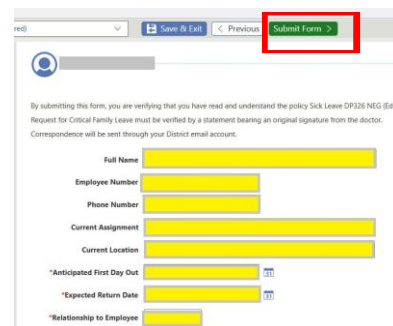
2 Click "Start a Process" and select "Critical Family Leave Request"



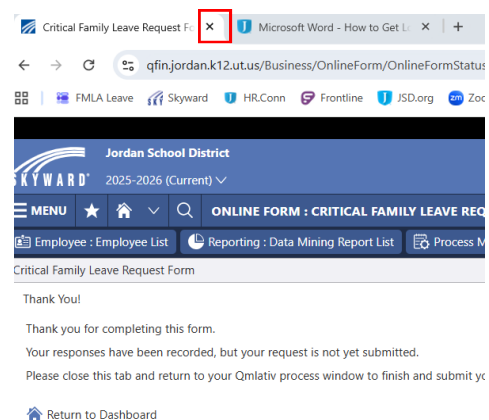
3 Open form, then choose the green start button



4 Fill out form and click Submit Form.



5 Close current tab. Keep going!



6 Last Step: Check the done box and click green check mark

