

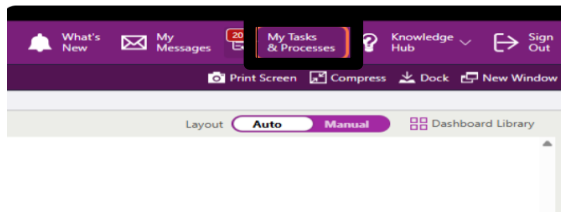
FMLA Leave Notice Tutorial

DP322 - Family and Medical Leave Act

When a medical event is scheduled, a 30-day notice is preferred. As soon as you know about a potentially qualifying event, log on to Employee Access and submit the FMLA Leave Notice. Once the HR Generalist has received the completed form, you receive notification by email (to your JSD email account) regarding your eligibility within 5 business days. Prior to completion of this form, it is strongly encouraged to review all [District Leave Policies](#).

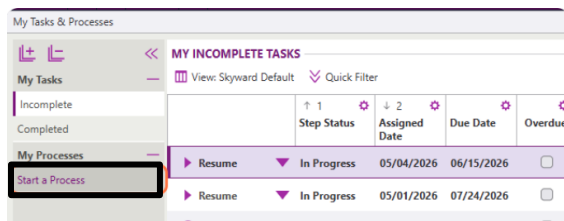
1. Click **My Tasks & Processes**

(located in the upper right-hand corner of your screen)

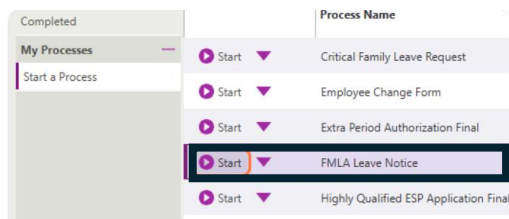


2. Click **Start a Process**

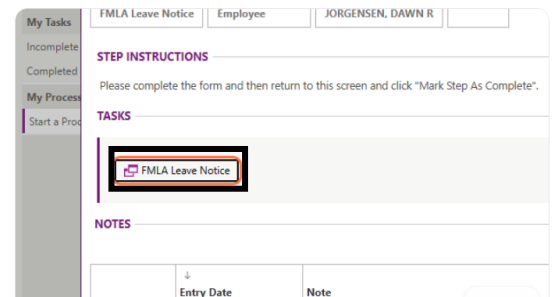
(located on the left side of your screen)



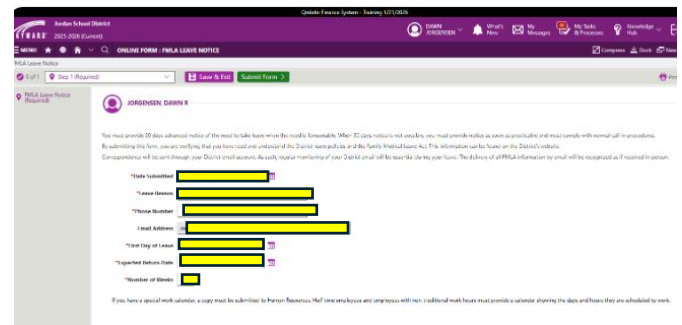
3. Click **Start** for FMLA Leave Notice



4. Click **FMLA Leave Notice** under Tasks

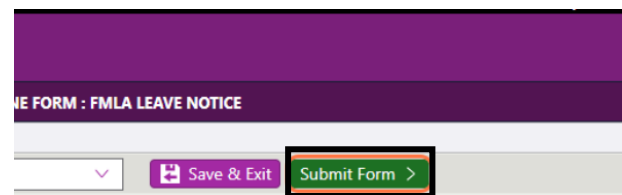


5. Complete all ***required fields**



6. Click on **Submit Form**

(located at the top of your form)



Required Medical Documentation

A complete and sufficient Medical Certification- [Employee/Self](#) or [Qualified Family Member](#), signed by your health care provider must be submitted to the HR Generalist for all medical leave requests within 15 days of giving notice. The completed form must be returned to the HR Generalist in-person, sent through District mail, emailed to leaves@jordandistrict.org, or faxed to 801-567-8054. Do not provide this certification to your principal/director/supervisor.

Returning to Work

If the leave is for your own serious health condition, you must be released by your health care provider before you return. The [Return to Work Release](#) must be submitted to HR Generalist prior to your return-to-work date.

Questions regarding FMLA leave should be directed to the Leave Benefits Team at leaves@jordandistrict.org or 801-567-8249.

If you need assistance, contact the Administrative Assistant at your location or the Leave Benefits Team.