

FMLA Leave Flow Chart/Checklist-Licensed

Prior to FMLA Leave

Employee Actions

(at least 30 days in advance or as soon as foreseeable)

- ☐ Review the Flow Chart/Checklist (*this document*), [FMLA FAQs](#), and [District Leave Policies](#)
- ☐ Complete and submit FMLA Leave Notice in Employee Access ([tutorial](#))
- ☐ Supply the Leave Benefits Team with a copy of your special calendar, if applicable
- ☐ Complete [Sick Bank \(SB\) Request](#) or [Critical Family Leave \(CFL\) Request](#), as appropriate, in Employee Access
- ☐ Arrange for a Long Term Substitute, if absence will be **more than 10 days**
- ☐ Enter request in Frontline, if absence **less than 10 days**
- ☐ If a scheduled absence, [enter time off in Employee Access](#), request assistance from Administrative Assistant

HR Actions

- Email employee copy of eligibility notice and appropriate FMLA medical certification
- Review Sick Bank (SB) and Critical Family Leave (CFL) Requests at next Sick Leave Review Board meeting (1st week of each month), **as needed**
- Issue SB and CFL determination letters following meeting including Sick Bank Worksheet and updated calendar, as appropriate

Start of Leave/During Leave

Employee Actions

- ☐ Return medical certification ([self](#) or [family member](#)) to Leave Benefits Team in person, by district mail, fax, or email (**minimum of 30 days prior to your first day of leave or as soon as foreseeable**)
- ☐ Notify the Administrative Assistant **and** the Leave Benefits Team *on your first day of leave*
- ☐ [Enter time in Employee Access](#) by the last day of each month **OR** request assistance from Administrative Assistant

HR Actions

- Email employee receipt of medical certification and include designation notice (approval or denial of FMLA), tentative calendar, and Return to Work Release (RTW)

School Actions

- ☐ The employee will enter employee leave days in Employee Access
- ☐ If days are different than anticipated, notify the Leave Benefits Team immediately

(For LONG TERM SUBSTITUTES ONLY)

- ☐ Administrative Assistant will enter absences in Frontline and attach the substitute assignment

Returning to Work

Employee Actions

(at least 7 calendar days prior to anticipated return date)

- Provide the Leave Benefits Team with a completed [Return to Work Release](#) **prior to return**, which must include information about any work duty restrictions
- ☐ Obtain approval to work with restrictions and sign Transitional Work Agreement (TWA), as applicable.

Not Returning to Work after Leave OR Not Returning the Next Contract Year

- ☐ Complete online [notice of resignation](#) in Employee Access

(FOR LICENSED EMPLOYEES only)

Tentative Resignation Incentive Deadlines

Dec 15 th	\$500
Jan 15 th	\$300
Feb 15 th	\$200

*Will only apply if the employee **completes** the annual contract year.*

HR Actions

- Reconcile time entry with leave calendar
- Send the employee an email, with the finalized calendar