

FMLA Leave Flow Chart/Checklist-Education Support Professionals

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 Skyward-Employee Access
- ☐ Supply HR Generalist with copy of special calendar, if applicable
- ☐ Complete [Sick Bank \(SB\) Request](#) or [Critical Family Leave \(CFL\) Request](#), **as appropriate**, in Skyward-Employee Access
- ☐ If a scheduled absence, [enter time off in Employee Access](#), request assistance from Administrative Assistant

HR Actions

- Email employee copy of eligibility notice and 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 the 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/Department Actions

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

Returning to Work

Employee Actions

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

Returning to Work

- ☐ 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).

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

- ☐ Complete online [Notice of Resignation](#) in Skyward-Employee Access, if applicable

HR Actions

- Verify leave time entries
- Email Final Leave Calendar to Employee