



FMLA Information Sheet for Employee

Thank you for contacting Human Resources to discuss your FMLA rights and responsibilities. In order to better serve you, please review the information below and contact our department with questions.

Work Expectations:

There may be a brief period of transitioning duties while you prepare to go out on FMLA. To better assist our internal and external customers, please coordinate with your supervisor to agree upon the verbiage used for your personal out-of-office email greeting. Please note, you are not required or permitted to perform work while on leave.

Sick Leave/ Vacation:

Per company policy, employees must use accrued sick time (if applicable), vacation (if applicable) or PTO (if applicable) concurrently with FMLA. Once, sick and vacation time or PTO is exhausted you will be placed on unpaid leave.

Health Benefits:

Per policy, if you are enrolled in health benefits, premiums will be deducted from your accrued sick/vacation/PTO/holiday time. Once these hours are exhausted, you must make arrangements to pay your portion of health insurance premiums with your school bookkeeper and/or Business Manager.

Time & Attendance:

Please continue to input your accrued time and approve your timecard while on FMLA by logging in to Paylocity.

Return To Work:

Prior to returning from leave due to your own personal injury or illness, please provide your Human Resources office with a work release issued by your treating physician's office. The release must indicate if you are released with or without limitations.

Communication with you Supervisor:

In order to meet the business needs of the organization, communication with your supervisor regarding absences continues to be essential. For example, during FMLA intermittent leave, the employee is responsible for informing the supervisor in advance of doctor and therapy appointments. You are also asked to try to schedule FMLA-related medical appointments with the school business needs in mind. Please note you are not required to disclose your purpose for FMLA with your supervisor however, your Human Resources Office will be made aware due to the information provided on your certification forms. The Office of Human Resources will keep the reason for FMLA confidential.