## **FMLA Process for De Soto #73**

 Employee The employee Must have Health care completes the must update HR worked 12 provider • Employee is provided HR will notify with FMLA leave completes FMLA-FMLA Leave months for with form WH-381 employee within Request Form and district changes Return to Duty • Employee may be 5 business days if returns it to HR. Release Form HR may require Must have provided with leave has been (Located on before returning worked 1,250 periodic updates Certification Form desingated as district website) to work. hours in last 12 WH-380-E or on employees FMLA leave, after WH-380-F to be months\* status and intent If employee the Certification completed by their to return to work. requires If leave is for Form is returned health care provider restrictions, HR family member- Employee will This form must be will review the must be eligible recieve form returned to HR family member\*\* restrictions within 15 calendar WH-382 before approving days. possible return to work

<sup>^</sup>If you are not eligible, you may request leave again in the future. Employee eligibility can change. If you are determined ineligible for FMLA leave, the district may request ADA information from your healthcare provider. Employees that are not eligible for FMLA leave may still be eligible for the District Sick/Catastrophic Bank.

<sup>\*</sup>The 1,250 hours includes only those hours actually worked for the employer. Paid leave and unpaid leave, including FMLA leave, are not included.

<sup>\*\*</sup>May only take FMLA leave to assist a parent, son/daughter, spouse, or child in which the employee stands in loco parentis with a "serious health condition".