



GUIDELINES FOR REQUESTING A LEAVE

Employee is responsible for and should review these guidelines:

1. **Provide notice** to your immediate supervisor **and** also to the Human Resource Benefits department.
2. A necessary leave would be for the following: a personal illness (includes pregnancy), an immediate family member illness, parental leave, educational leave, or military leave.
3. Anytime a medical related leave exceeds 5 days a **doctor's certificate** will be necessary. This is for your personal illness or an immediate family member. These forms are housed in the Human Resource Benefits department and will be given when notice is received.
4. Even if the leave exceeding 5 days begins prior to, during, or after the built in vacation days on the calendar the leave must still be **requested** and **notice given**.
5. Depending on your employment status will depend on your eligibility for Family Medical Leave or FMLA.
6. Once the doctor's information is received then processing of the leave will begin from the HR Benefit Office. This process includes a request on your behalf to the Franklin County Schools board for a leave.
7. If voluntary shared leave is needed this can **only** be requested once the medical documentation has been received in the Human Resource office. To save time medical documentation should be requested once you know you are in a situation that will interfere with employment.
8. Once approved any voluntary shared leave received must be returned to the Human Resource Benefit office **prior to the payroll deadlines** for the month in which the request is being made in order to be processed by Human Resource and Payroll Departments.
9. **In order to return to work/duty your doctor will need to provide a medical release date or statement prior to your return.** This documentation is to be received by the HR Benefits Department. This is necessary to have record that the employee is medically released by their doctor and if any restrictions need to be accommodated.