

# Campus Instructions for Long Term Absences/FMLA

The following steps must be completed for all absences due to personal or family illness of **five or more consecutive workdays**:

1. **Campus/Department Secretary responsible for entering absences on TEAMS** - notifies Payroll contact person via e-mail of employee's absence of 5 or more days:
  - a. Professional and Paraprofessional employees – Rachelle Casey [caseyr@cfbisd.edu](mailto:caseyr@cfbisd.edu)
  - b. Auxiliary employees - Becky Sanchez [sanchezr@cfbisd.edu](mailto:sanchezr@cfbisd.edu)
2. **Employee - Application for Family or Medical Leave (FMLA-1)**
  - a. Employee obtains from campus/department secretary or from the [cfbisd.edu](http://cfbisd.edu) website under Departments/Administrative & Support Services, Business Support Services, Payroll, Family and Medical Leave Act
  - b. Employee completes the application and submits to secretary for Principal/Supervisor's signature
  - c. Secretary faxes completed form to Payroll contact person (972-968-6215)
3. **Payroll - Response to Employee Request for Family Medical Leave (FMLA-2)**
  - a. Payroll sends (via U.S. mail or e-mail) to the employee acknowledging the employee's application for leave within five business days of receipt of the request
  - b. Encloses/attaches the appropriate forms (Notice of Eligibility and Certification of Health Care Provider).
4. **Payroll - Notice of Eligibility and Rights and Responsibilities (FMLA-3)**
  - a. Notifies employee of eligibility for FMLA
  - b. States certification needs to be returned within 15 calendar days of receipt of this notice
  - c. Explains rights under FMLA
5. **Employee - Certification of Health Care Provider for Employee's Serious Health Condition (FMLA-4E) or, if applicable, Certification of Health Care Provider for Family Member's Serious Health Condition (FMLA-4F)**
  - a. Employee gives CHCP to Employee's or Family member's health care provider
  - b. Health care provider faxes CHCP to the Payroll contact person
6. **Payroll - Designation Notice**
  - a. Notifies employee if FMLA is approved and if so, number of days/weeks
  - b. Will be sent to employee within five business days of the determination
7. **HR/Payroll - Communication to Employee at the Conclusion of all leave including FMLA**
  - a. Informs employee of the date leave will end, and
  - b. the date the employee is expected to return to work with certification/release from health care provider
8. **Employee - Certification/Release to return to work** must be obtained from health care provider and given to campus/department secretary **before** employee is allowed to return to work
9. **Secretary** – faxes release to return full duty to Payroll or release with any restrictions to the appropriate HR Director, who will determine the employee's fitness for duty.