

Employee 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**. The Family Medical Leave act has strict timelines regarding forms to be received by the district. The District will be communicating with the employee periodically. Likewise, the Employee has a responsibility to respond, if necessary, by supplying additional physician statements and paperwork. If you have any questions, as always, please contact Becky Sanchez at 972-968-6121 or Rachele Casey at 972-968-6193.

1. **Application for Family or Medical Leave (FMLA-1)**
 - a. Employee can obtain this form from campus/department secretary or from the 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 can fax completed form to 972-968-6215, or scan and e-mail to Payroll : Becky Sanchez, sanchezr@cfbisd.edu for auxiliary employees, or Rachele Casey, caseyr@cfbisd.edu for professional and paraprofessional employees.
2. **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's or Family member's health care provider completes.
 - b. Health care provider can either fax directly to Payroll or return to employee to submit to Payroll.
3. **Certification/Release to return to work** must be obtained from health care provider **before** employee is allowed to return to work.
 - a. Release for full duty - Secretary will fax release to return to work full duty to Payroll.
 - b. Release with restrictions - Employee must send release to appropriate HR Director at least one work day before the expected return to work date, who will determine employee's fitness for duty.