

FMLA Directions

Go to our website (District page – not school page) and hover over Information, then choose District Policies. Go to the G policies and scroll down to policy GCBDA/GDBDA-AR(1), Federal Family and Medical Leave/State Family Medical Leave. Read this policy.

Fill in the Request for Family and Medical Leave and return it to me.

If the leave request is for your own serious health condition, let me know that you need a copy of your job description. Give the Medical Certification Form along with your job description, to your doctor. They will fax this to me. FMLA cannot be approved until I receive this form.

If the leave request is to care for a family member with a serious health condition, fill in #1 and #2 of the Medical Certification Form, and sign and date page 3. Give the form to your family member, so that they can give it to their doctor. They will fax it to me. FMLA cannot be approved until I receive this form.

Save the Fitness for Duty Certification until right before you are coming back to work. Give it to your doctor along with another copy of your job description. They will fax it to me. Be aware that you cannot come back to work until this has been faxed to me.

Please do not hesitate to contact the District Office if you have any questions about this.