



Siuslaw School District 97J

2111 Oak Street, Florence, Oregon 97439

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www.siuslaw.k12.or.us

FMLA/OFLA Employee Checklist

When an employee is absent or anticipates more than three consecutive calendar days for a family-leave need, medical, parental or family military related reason, the District requires that you follow the Siuslaw School District leave application process. The District is required by law to determine your eligibility for job-protected leave under the Federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Per the District policy, you have the option to use certain available paid leave during the same time as your FMLA/OFLA Leave.

Do NOT hesitate to contact HR with any question you may have about the FMLA/OFLA process – we are here to help.

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Human Resources
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Please use the following checklist when starting your request for FMLA/OFLA Leave.

1. Turn in all of the following documents, available on the HR webpage, to officially request FMLA/OFLA leave.
 - FMLA/OFLA Leave Request Form. This form should be submitted to The Siuslaw School District Office 30 days in advance of your first expected leave date, except in the case of an unforeseeable leave/emergency.
 - Leave Order Request form. This form lets the Siuslaw School District payroll department know the types(s) of paid leave you want to use, and in what order while on an approved medical leave of absence.
 - Medical Certification form completed by the attending Health Care Provider. (NOT required for parental leave). You may download this form from the Siuslaw School District webpage. Choose the correct form. One version certifies your own medical condition and the other certifies a family member's condition.
 - Contact HR to obtain a copy of your job description to attach to the Medical Certification form. (Does not apply to parental leave or when caring for a family member.)

Once all required documents above have been received by HR, the District will determine your eligibility and contact you within five business days with an official designation letter. Do NOT move onto step two until your eligibility for FMLA/OFLA has been confirmed.

2. Update Aesop and your Supervisor with your projected leave dates.
3. If you are paying a portion of your insurance premium, contact Cheryl Chipps in Payroll at 541-997-2651 to make arrangements to maintain and ensure continuation of your health benefits while you are on leave.
4. Continue to turn in time cards while on leave – mark days absent as FMLA/OFLA.
5. Provide HR with status updates every 30 calendar days.
6. Provide HR with a fitness-for-duty certificate signed by the attending physician to return to work. You are NOT allowed to return to work until HR has this certificate in hand. (Applies only to consecutive absences due to your own health condition, not parental leave or leave to care for a family member.

For more information regarding FMLA/OFLA please review the Employee Rights and Responsibilities <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> from the U.S. Department of Labor.