

BAISD FMLA Process Flow Chart

As soon as the Employee becomes aware that they will be absent for five or more days due to a qualifying medical need, they must report it to HR. Employees mustfill out the BAISD Family and Medical Leave Act (FMLA) Request Form and notify an administrator of the need for FMLA. For frequently asked questions, visit the BAISD FMLA FAQ document.

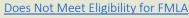


BAISD HR receives the FMLA Request Form and sends to the Employee: a Letter of Instruction, Notice of Eligibility/Rights & Certification of Health Care Provider Form.





Meets Eligibility for FMLA







Employee:

Have the Physician complete the Certification of Health Care Provider Form WH-380-E for an Employee's personal leave or the Certification of Health Care Provider Form WH-380-F for an Employee's family member. Return forms to BAISD HR Department Fax (989) 355-0723

Employee:

Review the <u>Collective Bargaining Agreement</u> or Handbooks to see if other options are available. Contact BAISD HR Department at (989) 667-3201



BAISD HR sends to Employee: Approval or Denial Letter





Denied







BAISD Employee:

Enters paid and unpaid time off via normal protocol related to the FMLA leave.

Employee:

Notifies supervisor of absences via the normal protocol (e.g., Willsub, phone, text, email)

Employee:

Review the Collective Bargaining Agreement or Handbooks to see if other options are available.

Contact BAISD HR at (989) 667-3201



Employee: Provides return to work doctor's release to BAISD HR Department PRIOR to returning to work