



Leave Request Process

Leave Request Forms –

- Employee completes [Leave Request For Family or Medical Leave Form](#) (at least 30 days prior to leave) if this is for a condition that may be longer than three days or is for care of an immediate family member. If the leave is unforeseeable, the employee is expected to give notice as soon as possible.
- Supervisor reviews, signs the form, and sends it on to HR within 24 hours of receipt.
- HR will let employee know if he/she is eligible for FMLA or if additional information is needed. Please note that FML provides job protection only and is not a form of paid leave.

Certification of Leave –

- If employee is requesting Short-Term Disability (for a condition that lasts any portion of seven or more calendar days (must be consecutive days)) then he/she will need to have the physician complete the Certification of Health Care Provider form. This must be submitted to HR.
[Certification of Health Care Provider for Employee Medical Condition](#)
- The physician must review the employee's job description when completing this form if it is for a personal medical condition. [Click here](#) to access employee job descriptions.
- HR will notify the employee if Short-Term Disability is approved or if additional information is needed.
- HR will notify supervisors if an employee's leave has been approved and the dates for which the leave is approved. Supervisors should contact HR if an employee is recording Family Medical Leave or Short-Term Disability on his/her timesheet and have any questions. Employees will need to use available sick or annual leave if Short-Term Disability Leave has not been approved. If Short-Term Disability or FMLA leave is later approved then it is the responsibility of the employee to correct his or her timesheet and the supervisor to verify the leave hours.
- If FML is approved (both for single block and intermittent leave), employee will need to mark leave as FML with either a * on timesheets or for Public Works employees "Flag as FMLA" in the timekeeping system.
- Updates from physician for short term disability may be required every 30 days.
- If employee is requesting to use leave to care for an immediate family member, then he/she will need to have the physician complete the Certification of Health Care Provider for Employee's Immediate Family Member
[Certification of Health Care Provider for Employee's Immediate Family Member](#)

Release to Return to Work (*for employee medical conditions only*) –

- In order to return to work, employee will need his/her physician to review their job description and complete the [Release to Return to Work](#). [Click here](#) to access employee job descriptions.
- If employee has restrictions for work, an update from the physician may be necessary every 30 days or sooner if the restrictions change or employee is released to full duty. There is a limited amount of time that modified duty can be accommodated. Please refer to the [Return to Work/Modified Duty Policy](#) for more information. Employees need to give a copy of Release to Return to Work form each time it is updated by his/her physician to their supervisor and HR.
- The supervisor should work in partnership with HR to make sure the proper release is submitted.

Questions? Additional information including leave policies can be found on the [Human Resources Leave Webpage](#). Contact HR with questions as leaves may vary at (303)438-6320.