WASHOE COUNTY SCHOOL DISTRICT

FMLA Procedure (HR-P024)

1.0 SCOPE:

1.1   This procedure describes the process in which the Human Resources Department processes the request for Family Medical Leave Act (FMLA) at the Washoe County School District.

2.0 RESPONSIBILITY:

2.1   Chief Human Resource Officer

3.0 APPROVAL AUTHORITY:

3.1   Human Resources Specialist

(Approval signature on file)

_____   _____

Signature   Date

4.0 DEFINITIONS:

4.1   FMLA – Family Medical Leave Act

4.2   HR – Human Resources

4.3   WCSD – Washoe County School District

5.0 PROCEDURE:

Standard eligibility: An employee must be employed with WCSD for at least 12 months and will have worked a minimum of 1,250 hours in the last 12 months.

When an employee goes out on leave

5.1   Employee obtains FMLA packet (HR-F526) through WCSD website and submits to HR Technician for processing.

> 5.1.1   If employee returns FMLA paperwork without the appropriate Certification of Health Care Provider Form(WH-308-E or WH-308-F), the employee will have 15 days from the day that HR notifies them that the Certification of Health Care Provider Form is required to turn in the paperwork.

5.2   HR Technician uses BusinessPLUS system to verify date of hire, accrued sick leave, and whether the employee is probationary or post-probationary.

5.3   HR Technician verifies that the employee meets FMLA requirements.

5.4   HR Technician enters leave/FMLA information into the BusinessPLUS system.

5.5   HR Technician forwards the FMLA paperwork to the HR Specialist for approval.

5.6   HR Specialist forwards the completed leave packet to the HR Secretary.

5.7   HR Secretary logs the leave paperwork and prints out the FMLA approval letter and mails it to employee, along with Notice of Eligibility and Rights & Responsibilities (Form WH-381) and the Designation Notice (Form WH-382).

5.8 HR Secretary returns the completed leave packet to the HR Technician for tracking and processing.

5.9 HR Technician submits Insurance Eligibility form to Risk Management to notify them of employee going out on leave and estimated duration.

When an employee returns from leave

5.10 On the employee's scheduled return date, the HR Technician emails the school administrator to verify employee's return.

5.10.1 If employee returns, step 5.11 is followed.

5.10.2 If employee has not returned

5.10.2.1 HR Technician sends correspondence to employee requesting updated leave paperwork and an updated medical certification (if needed).

5.11 HR Technician enters actual return date in BusinessPLUS system, leave and FMLA screens.

5.12 HR Technician enters appropriate pay dates and calendar dates based on employee's return and remainder of calendar year.

5.13 FMLA paperwork is filed in confidential medical folder.

6.0 ASSOCIATED DOCUMENTS:

6.1 FMLA Leave Packet (HR-F526)

6.2 Leave of Absence Checklist(HR-F011)

6.3 Certification of Health Care Provider Form (Form WH-308-E or WH-308-F)

6.4 Notice of Eligibility and Rights & Responsibilities (Form WH-381)

6.5 Designation Notice (Form WH-382)

6.6 Certification of Qualifying Exigency for Military Family Leave (Form WH-384)

6.7 Certification of Serious Injury or Illness for Covered Service Member – for Military Family Leave (Form WH-385)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
FMLA Leave Packet	Confidential Medical File	4 years after termination	Confidential Shredding/Disposal	Secured file cabinet in secured office
Certification of Health Care Provider	Confidential Medical File	4 years after termination	Confidential Shredding/Disposal	Secured file cabinet in secured office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/12/2005	A	Initial Release
04/10/2012	B	Procedure was revised/re-written to clarify actual process in place (refer to hard-copy file for documented changes).

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