



# School District of Somerset

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## FMLA Procedure

### Section 1: Initial Employee Request

1. Employee makes initial request to the Building Administrator via meeting or other communication
  - a. Submission of a completed [FMLA Employee Leave Request Form](#) with Building Administrator Signature to the Business Office.
2. The Business Office checks employee's current FMLA usage
  - a. If the employee has used all days under FMLA and WI FMLA the request is denied (See Section 1.8).
  - b. If the employee has days remaining under FMLA and WI FMLA to use then continue to Section 1.3.
3. The Business Office sends the employee the following items:
  - a. Wisconsin and/or Federal FMLA Certification form (to be completed by employee and physician)
  - b. Employee FMLA Guide
  - c. Notice of Eligibility and Rights & Responsibilities
4. The employee returns the FMLA certification to the Business Office
5. The District Administrator reviews the FMLA certification and calendars a meeting with the employee, within 5 business days to provide the employee of acceptance or denial. If it is indicated that the employee is not eligible the district must state at least one reason why they are not eligible.
6. The employee will schedule meeting with Payroll for payroll and benefit needs
7. The employee will communicate with Building Administration/Secretary for guaranteeing coverage during their absence
8. The Business Services Office files and records the FMLA request and, if approved, monitors the leave dates on the usage log.
  - a. FMLA approval will be sent to the employee and Building Administrator
9. The Business Office will communicate with the employee when they reach 8 weeks of FMLA use (after 8 calendar weeks for any type of FMLA usage).
10. Building Administrators will check with the Business Office prior to approving intermittent FMLA requests.
11. Upon expiration of FMLA days, or if otherwise ineligible for FMLA, the employee may make a request to the District Administrator for leave without pay under Employee Handbook guidelines, or may seek ADA protections if applicable.

### Section 2: Calendar Year Event (January 1) – Business Office will:

1. Evaluate all requests in the FMLA file to evaluate for recertification
2. Notify employees that the FMLA calendar year renews at January 1
3. Notify employee if recertification is required. If recertification is requested, see Section 1.3.

**NOTE:** All worker's compensation absences shall be referred to Section 1.1 of FMLA procedures above.