

Request for FMLA

Requests for FMLA leave shall be submitted, in writing, to the Payroll Office. Requests can be submitted via inter-office mail; email to dmihalek@moniteau.org or fax to (724) 637-3862.

Requests should include reason for FMLA, anticipated dates of leave, and anticipated length of leave.

FMLA requests go through eligibility and approval processes.

Once the Payroll Office has received the written request for FMLA, it will 1st go through an **eligibility** process. This process includes verifying employee has 12-months of employment with the District; has **worked** 1250 hours in the past twelve months; and if the employee falls under the fixed fiscal year or rolling 12-month period measured backwards.

A Notice of *Eligibility and Rights & Responsibilities* will be issued to the employee. If eligible, the envelope will also contain the FMLA forms to be completed and submitted to the Payroll Office.

Once the completed FMLA forms are received, it will go through an **approval** process. The Superintendent will determine if the leave is FMLA-qualifying based on the information received.

A *Designation Notice* will be issued to the employee with the determination.