

FMLA Application Process

- Submit a completed School District of Philadelphia (SDP) FMLA cover page to the Employee Health Services office via email, fax, mail or drop off. We will review your records to verify FMLA eligibility.

The federal FMLA eligibility requirements are:

(1) You must have worked for the School District of Philadelphia for at least 12 months before your FMLA beginning date AND

(2) You must have worked for the School District of Philadelphia for at least 1,250 hours during the 12 months before your FMLA beginning date.

- If you select a future date, we will verify your eligibility AFTER the date has closed in the payroll system.
- You will receive your *FMLA Eligibility* letter via email or mail usually within 10 days after you have submitted the FMLA cover page (depending upon the FMLA beginning date). The eligibility letter will tell you if you have or have not met the federal FMLA eligibility requirements.
 - If you meet the eligibility requirements, you will also receive the FMLA certification of health care provider form for a physician's completion.
 - FMLA eligibility only means that you have met the federal eligibility requirements; your FMLA request is not approved until you have submitted the FMLA certification of health care provider form.
 - If you do not meet the eligibility requirements, your letter will indicate denial of FMLA protection and the reason.
- Take the FMLA certification form to your or your family member's doctor after you have completed the "Employee" section.
 - Please tell the doctor (or health care provider) that a diagnosis is required on the certification.
 - Please do not attach medical reports or additional documentation, the only document required for FMLA approval is the certification form completed by your or your family member's doctor (or health care provider).
- Return your completed FMLA application (cover sheet & certification) to Employee Health Services via email, fax, mail or drop off.
 - If your FMLA certification form is incomplete, you will be contacted and given additional time to submit a revised certification.
- The School District's medical professional will review the FMLA certification and approve the request.
- You will receive your *FMLA Designation letter* via email or mail. The designation letter confirms the approval of FMLA protection for the applicable leave you will take. We will also send a copy of this letter to your school/office Administrator to alert him/her to your FMLA status.

*****Reminder – the FMLA grants eligible employees 12 weeks of protected absences for 1 year. Employees must re-apply and meet the federal FMLA eligibility requirements to start a new year of FMLA protection.***