

FMLA Application Process

- Submit a completed FMLA cover page for a determination of your eligibility.
- We will mail a *FMLA Eligibility* letter to your home address. The eligibility letter will indicate whether you did or did not meet the FMLA federal eligibility requirements.

*If you did, you will also receive the FMLA medical certification for your physician's completion.

*If you did not, your letter will indicate denial of FMLA protection and the reason.

- Take your FMLA medical certification to your/your family member's doctor after you have completed the "Employee" section.

*Make sure to tell the doctor that a diagnosis must be stated on the medical certification.

- Email, fax, mail or drop off your completed FMLA application to EHS.

The School District medical professional will review the FMLA medical certification and approve the request.

*If your medical certification is incomplete, you will be informed and given additional time to submit a revised medical certification.

After approval, we will mail a *FMLA Designation letter* to your home address. The designation letter confirms approval of FMLA protection for the applicable leave you requested. We will also send a copy of this letter to your school/office Administrator via interoffice mail.

****This document is for informational purposes only. Do not return it with your FMLA cover page or medical certification.****

Family & Medical Leave Act of 1993 (FMLA)

If you or a family member has a serious health condition that requires you to take time off work, the FMLA can provide you with 12 weeks of job-protected leave in a 12-month period (if eligible). The FMLA protects your absences whether you are taking time off intermittently or consecutively and runs concurrently with your paid or unpaid leave.

The three federal eligibility requirements you must satisfy for FMLA protection are:

- You must have completed 12 months of employment with the School District of Philadelphia as of the FMLA beginning date.*
- You must have worked for the School District of Philadelphia for a total of 1,250 hours during the year before the FMLA beginning date.*
- The School District of Philadelphia must be a FMLA-covered employer with 50+ employees within 75 miles of your worksite?**
*(*All SDP employees meet this particular requirement.)*