



May, 2010

The Leave of Absence Communiqué

➤➤➤ **Karen Maltese, LOA Team Supervisor, extension 258**

Welcome

Each edition of the Communiqué is an opportunity to share quick tips, guidelines, and important news blasts with a goal of easing your workload by ensuring you better understand the timelines, the various documents, and the leave process in general. The better we communicate what we need to approve a leave, the easier it will be for you to submit a leave with little, if any, rework.

In this edition, I'll explain the various certifications required when going on a leave. Should you have any questions about this process, we have answers!

FMLA Certifications

Introduction:

There are four possible Family Medical Leave Act (FMLA) certifications used when FMLA-eligible employees request a leave of absence of five or more days. These forms are **required by federal law**.

1. FMLA Certification for *Employee's Serious Health Condition*.
2. FMLA Certification for *Family Member's Serious Health Condition*.
3. FMLA Certification for *Qualifying Exigency for Military Family Leave*.
4. FMLA certification for *Serious Injury or Illness of Covered Service Member for Military Family Leave*.

The Process:

To view/print these forms, please visit our website at <http://benefits.brevard.k12.fl.us/HR/LOA/LOAHome.htm>.

Once the form is printed, complete the appropriate **employer section** and **return the signed FMLA certification and your leave of absence request form to the Compensation and Benefits Department**. **Please do not attach a BPS job description**.

Continued on the next page.



The Process: (Continued)

Certification # (on previous pg)	Specific Requirements
1-3	<ul style="list-style-type: none">• Brevard Public Schools to complete section I. Please do not attach a BPS job description.• Employee to complete section II.• Qualified HealthCare Provider to sign and complete section III. For a list of Qualified HealthCare Providers, please visit this link http://www.dol.gov/whd/regs/compliance/1421.htm under "HealthCare Provider."
3	FMLA Certification 3, "Qualifying Exigency for Military Family Leave." <ul style="list-style-type: none">• Copy of covered military member's active duty orders (see section II).• Documentation to support "qualifying exigency" to include contact information for verification purposes (see section II Part A 2 and Part C).
4	FMLA Certification 4, "Serious Injury or Illness of Covered Service Member for Military Family Leave" will require <ul style="list-style-type: none">• Employee to complete section I.• US Department of Defense (DOD) Healthcare Provider to complete Section II.

If you have any questions, just give your District Leave of Absence Specialist a call or contact me directly. We are always happy to help.

Thank you for your cooperation,

Sincerely,

Karen Maltese

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