

Family and Medical Leave Procedures - Employee

When to use these procedures	Employees should use the following procedures when they want to request Military Caregiver Leave or Qualifying Exigency Leave
Step 1	Complete a Request for Family or Medical Leave that you have asked for, or your supervisor has given you. Submit the request to your supervisor in advance, or be prepared to explain the reason for the delay.
Step 2	Complete the appropriate certification and return it to your supervisor within 15 days of the leave request. Let your supervisor know immediately if you cannot return the form on time, and the reason for the delay.
Step 3	Read the Employee Rights & Responsibilities you have been given. Ask your supervisor, or call Human Resources Management at 854-9165, if you don't understand something.
Step 4	If you cannot return to work on the agreed upon date, or date originally specified in the certification, call your supervisor at least two days ahead of time. Be prepared to bring documentation from the service member's health care provider to support the change in return date.
Step 5	If/when you are placed on FML without pay for more than a pay period; you may call Human Resources Management at 854-0404 about making arrangements to drop coverage.
Step 6	If/when you are placed on FML without pay for more than a pay period; you should call the County Auditor at 854-9125 about making arrangements to pay your insurance premiums. If you do not pay your premiums you may be dropped after 30 days.