

GEORGE COUNTY SCHOOL DISTRICT FMLA PROCESS



1. FMLA Request and Eligibility

The employee must complete an FMLA request with the Human Resources Department to determine eligibility. To qualify, the employee must have worked **1,250 hours** between **July 1 and June 30 of the previous school year**.

Example: If you apply for leave beginning **November 1, 2024**, you must have worked at least 1,250 hours between **July 1, 2023** and **June 30, 2024**.

a. FMLA provides **job-protected leave** as defined by the U.S. Department of Labor, Wage and Hour Division.

b. FMLA leave is **unpaid**.

c. Employees are required to use all **accrued paid leave** (sick, personal, and vacation days) at the start of FMLA leave.

d. Once paid leave is exhausted, **payroll deductions** will occur for unpaid time missed from work.

2. FMLA Eligibility Notification

If eligible, Human Resources will send the employee an **eligibility notice** and a **medical certification request** to be completed by their physician.

a. If not eligible, Human Resources will inform the employee of **alternative options**.

b. These documents will be sent via **U.S. Postal Mail**, unless the employee chooses to **pick them up** at the district office.

3. Medical Certification and Designation Notice

Once Human Resources receives the **completed medical certification**, the employee will be issued a **designation notice** stating the approved leave dates and related information.

4. Leave Period

The employee will take leave during the **approved dates** and is expected to maintain contact with their **immediate supervisor** every **couple of weeks** while out.

5. Return to Work Documentation

Prior to returning, the employee must submit a **Fitness for Duty Certificate** to Human Resources. This is a **doctor's release** indicating they are cleared to return to work.

6. Reinstatement

Upon return, the employee will be **reinstated to their position** or one of **equivalent rank**.

7. FMLA Questions

For questions regarding the FMLA process, please contact:

Phyllis McDonald

☎ 601-947-6993 Ext. 2025

✉ phyllis.mcdonald@gcsd.us

1. Leave and Benefits Questions

For questions regarding available sick, personal, or vacation days, health insurance, or disability insurance, please contact:

Kimberly Collins

☎ 601-947-6993 Ext. 2042

✉ kimberly.collins@gcsd.us