



## INSTRUCTIONS:

### To request a leave

- You must complete this form for an absence of **any length if the leave reasons listed on the form apply and/or for any absence of more than 4 days excluding vacation.**
- Read the entire form.
- Complete this form and submit to your supervisor before leave is taken to ensure it has been approved.
- Send WH-380 Certification of Health or any supplemental documents to Human Resources.
- WH-380 Certification of Health or any medical documentation **does not** need to be sent directly to supervisors.
- Record time off in Skyward and to request a sub, if needed, go through your usual process.
- You will receive an email back once your leave request has been approved or denied.

\*Human Resources may need to ask for additional information to determine FMLA eligibility (See [www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla) for more information).

### COVID Leave

- You must complete this form for a COVID absence of more than FOUR days.
- If you receive a positive COVID test, complete this form and submit it to your supervisor for approval. They will send it on to HR.
- Send a copy of your positive test result directly to Human Resources.
  - Your test results or any medical documentation **does not** need to be sent directly to supervisors.
- Record time off in Skyward and to request a sub, if needed, go through your usual process.
- You will receive an email back once your leave request has been approved or denied.

### Prior to your return

- For personal medical leaves, you are required to submit a doctor's note including workability to Human Resources, **prior** to your return to work.

### Work restrictions

- All work restrictions must be processed by Human Resources **prior** to employee's return to work.
- Send a doctor's note outlining work restrictions to Human Resources, attention Jenny Wine.
- Doctor's note with set work restrictions must include the duration of the work restriction. If TBD, note must state the next follow-up date for further evaluation of work restrictions.
- After review, Human Resources will determine if the work restrictions can be reasonably and safely accommodated.

