

FMLA Request Procedures

[How to Submit the FMLA Form](#)
[Logging into Unified Talent for the First Time](#)

Board Policy [GBBDA Family and Medical Leave](#).

The Family and Medical Leave Act (FMLA) is a federal law that provides job-protected, unpaid leave for up to 12 weeks in a 12-month period for qualifying employees. Qualifying employee means: employed in the district for at least 12 months, employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave, and employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite and for qualifying reasons. Employees are required to use available PDO time.

Personal leave under FMLA allows a person to take time off work for their own serious health condition or to care for a family member with a serious health condition or other extraordinary circumstances. The medical condition must be verified by a medical professional who must also certify the employee's presence is necessary or beneficial. FMLA also includes service member leave.

Employees requesting FMLA should:

1. Complete the FMLA Request Form through [Unified Talent](#) (see link at top of the page for directions).
2. Once completed, Human Resources will notify you of your eligibility and provide you with the appropriate paperwork within 5 business days.

For questions, please contact Lisa Goble in Human Resources at lisa.goble@lsr7.net or 816-986-1002