



## FMLA/LOA Leave Request Process

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
  - To care for the employee's child after birth, or placement for adoption or foster care;
  - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
  - For a serious health condition that makes the employee unable to perform the employee's job.
  - Military Family Leave Entitlements
1. **Submit an electronic leave request via SharePoint:** The Leave Request form can be accessed from all HCPS networked computers via [Benefits SharePoint site](#):



**OR** from home via a personal device by using <http://portal.hcps.org>. Log in to Office 365 with your HCPS username (using your 7-digit username including the “@hcps.org” and then your password) and select the “Apps” link on the left, then select “All Apps”. Select **HCPS FMLA** and then login using your HCPS username (using your 7-digit username ONLY) and password. You will then need to complete the leave request form.

Once you submit the form, please scroll to the top of the form to see if you had any **errors** in your submission. You will receive a confirmation email ONLY if you submitted the form properly.

**[If neither of these submission options work for you, a computer is available in our office for you to complete this portion of the process and any of our staff can assist you with this process.]**

*NOTE: This electronic leave form can also be used to request a leave of absence due to: childcare, personal illness, illness-in-family and study once FMLA is exhausted or if it does not apply to the situation.*

2. Have the healthcare provider complete and submit the appropriate [Department of Labor FMLA Form](#). Please refer to your *Leave Request Confirmation Email* for the appropriate form needed.

3. **If the absence is due to your own personal illness**, please make sure your doctor completes the [Return To Work Medical Certification Form](#) and that it is submitted to the Benefits Office **at least two business days PRIOR to your return-to-work date.**
4. Stay in contact with your Benefits Specialist and keep the Benefits Office apprised of any changes to your leave status.
5. **MILITARY ONLY**: If absence is due to Qualifying Exigency or Military Caregiver Leave, please complete the appropriate form or contact the Benefits Office for assistance (410-588-5275). Form WH-384: Certification of Qualifying Exigency For Military Family Leave OR Form WH-385: Certification for Serious Injury or Illness of Covered Service member -for Military Family Leave.

**IMPORTANT**: Correspondence regarding your request will be sent via email; all HCPS employees are expected to regularly check their HCPS email account (and personal email account if provided by employee on the leave request). If you do not check your work email, it is important to provide a personal email address (or that of a family member) so that important correspondence about your leave, benefits, pay and employment can be sent to you while on leave.

\*\*It is also recommended that you review the [FMLA Frequently Asked Questions document](#) available on SharePoint.

### **Additional Info You May Find Helpful:**

#### **ADA**

Leave may also be available under the ADA/Americans with Disabilities Act. Questions regarding ADA should be directed to the Risk Management Office at 410-588-5326.

#### **Employee Assistance Program (EAP)**

Sometimes personal and family problems can have a direct impact on personal wellbeing and work performance. Getting timely professional help can result in a healthier, more productive individual. We recognize the value of assisting employees and their dependents to find the best possible help in a timely manner.

Harford County Public Schools provides an EAP which is administered by APS Healthcare, Inc. We encourage employees, their covered eligible family members or other members of their immediate household to take advantage of this important benefit when needed. The EAP is an important resource to help you better manage your personal, work and family situations. It's free, easy to use and can make a difference.

Visit the APS website at <http://www.EAPHelpLink.com> (Company Code: HCPS) or feel free to call them at 1-866-795-5701.