



Steger School District 194

Administration Center • 3753 Park Avenue • Steger, Illinois 60475
(708) 753-4300 Phone • (708) 755-9512 Fax • www.sd194.org

Leave of Absence/FMLA Request Instructions

This data outlines the process for requesting a Leave of Absence under FMLA. All leaves start with FMLA verification. Unless you are requesting leave under the Bereavement Leave Act or Military Leave. If your leave does not qualify for FMLA, you will be notified of other leave options available to you. Please have all documentation faxed to 708-755-9512. Need to discuss your leave options in person? Please contact Tracy Ammons, HR Coordinator, for an appointment via the contact information below.

Tracy Ammons
tammons@sd194.org
Human Resources Coordinator
Steger School District 194
708-753-4306 Direct

Please note that FMLA provides you 60 days of unpaid consecutive or intermittent leave. We will base your leave dates off of the data that the doctor provides. For leaves pertaining to parental situations, early return will not be allowed, the time frame indicated by your doctor will be upheld.

Paid leave and FMLA run concurrently, if you have paid leave days (sick/personal) and do not want to use these days to be paid while on FMLA, you must indicate this on the internal form. If you do not have any paid days, your leave could be unpaid for the duration of your leave.

In the event that you do not qualify for FMLA, leave options per your contractual bargaining agreement will be reviewed. Please let me know if you have any questions or concerns. Doctors' forms can be faxed back to me at 708-755-9512.

LINKS FOR THE FORMS REQUIRED ARE ON THE WEBPAGE OR YOU CAN EMAIL TO REQUEST THE FORMS.

- Employee Doctors Certification of Health Form -This form goes to your doctor to complete and is returned to Tracy Ammons. (You can return via email or fax.) You have 15 days to provide this, unless additional time is needed.
- Family Member Doctor Certification of Health Form -This form goes to the doctor of the family member that you need to care for and is returned to Tracy Ammons. (You can return via email or fax.) You have 15 days to provide this, unless additional time is needed.
- Letter - You will need to complete a letter requesting a leave under FMLA. This letter should include your name, building, position, dates of the leave, and brief reason for the leave. The letter should be emailed to the Superintendent and HR Coordinator. Please let me know if you have any questions or concerns about the documentation.

To ensure all students, staff, and stakeholders learn and grow together as a community