



FMLA Procedures & Checklist

When to file?

Any employee absent 5 or more consecutive days using leave other than personal leave must file for a leave of absence even if sick time is used to cover the absence.

- ☐ 1. Please notify the Human Resources (HR) department by completing the [Employee FMLA Leave Request Form](#) on our website under Departments, Human Resources, Human Resources Forms, and FMLA.
- ☐ 2. Upon notification, an Eligibility Form and a Physician's Certification Form will be emailed to you.
- ☐ 3. You may email or print the form and submit to your physician. **The preferred method is by email.**
 - If the physician will not respond to the email via eFMLA please print the form attached in the email. Our fax number is **205.663.8468**.
 - Forms: <https://www.acsboe.org/Page/3288>
 - FAQ's: <https://www.acsboe.org/Page/3290>
- ☐ 4. Once the Physician's Certification is received, HR will process the request, email a Designation Form approving the leave and attach a Physician's Release to Work form.
- ☐ 5. Upon approval please contact Human Resources to schedule a meeting to discuss your leave. We schedule meetings on Tuesdays and Wednesdays starting at 3:15 pm. You may contact us by email (kristy.densmore@acsboe.org).

How to borrow days from the Sick Bank:

Only members can borrow from the bank. Complete the applicable forms below to borrow and/or apply for Catastrophic Leave and email to Kristy Densmore at Central Office.

An employee can only receive donations from Catastrophic Leave if they have borrowed the maximum of 15 days from the bank.

Sick Leave Bank Loan & Catastrophic Leave Request forms: <https://www.acsboe.org/Page/3288>

How to file for short/long term disability with American Fidelity:

Call 800-365-3714 to start the claim.

Important Reminders:

- If the dates submitted change please have the doctor fax an excuse revising the leave requested as soon as possible.
- A Physician's Release to Work form is mandatory before returning to work.