

BOARD OF EDUCATION

City Hall - 45 Lyon Terrace
Bridgeport, Connecticut 06604

"Changing Futures and Achieving Excellence Together"

To: All Bridgeport Public Schools Staff Members

Re: FMLA Procedures and Forms

The Office of Human Resource has updated the FMLA forms and the Employee Rights and Responsibility on the Bridgeport Public School (Human Resources) website.

Before determining if you are eligible to apply for FMLA, please review the following:

- Read the FMLA Rules and Regulations to determine your eligibility.
- Submit your letter of request, accompanied by all required forms to the Office of Human Resources at least **30 days in advance of the requested start date** via e-mail or direct mail, or as soon as practical in emergency situations.
- If applying for a FMLA leave for personal illness, complete Form **Employee's Serious Health Condition**.
- If Applying for FMLA leave for care of a sick family member, complete Form **Family Member's Serious Health Condition**.
- All requests are subject to review and approval
- Failure to request FMLA leave does not prevent the Office of Human Resources from designating leave as FMLA in applicable circumstances.

If you have any questions please do not hesitate to contact the Office of Human Resource at 203-275-1042.

4/10/17