To request a Family Medical Leave under the FMLA

STEP 1: Complete the FMLA Leave Request Link – accessible from the **LRES page of the district website** or the home page of your **Employee Service Portal.** Enter required information and hit "Submit". You will be sent an email to the email address provided on the form from **FMLA-Administrator@efmla.com** with the Subject**: "Your FMLA Request Form".**

STEP 2: "Your FMLA Request Form" Email

Click "Start FMLA Leave Request", complete the required information (type of leave, dates) & hit **"Submit",** then hit **"Send Form".**

This sends your request to Labor Relations & Employment Services for processing.

YOUR REQUEST IS NOT ACTIVE UNTIL STEP 2 IS COMPLETE

STEP 3: Once your request has been processed by LRES, you will receive another email entitled, **"Your FMLA Information"**. This email will contain the required forms to process your leave request including medical certification (if eligible) and any other regulatory documentation.

*** The medical certification is due within 15 days of receipt***

STEP 4: Read the **"Your FMLA Information"** email, access the eFMLA web portal, obtain documents, and submit completed form to LRES within prescribed time frame.

*** HOW DO I ACCESS THE EMPLOYEE PORTAL? PLEASE READ BELOW ***

How to access forms? New users that don't already have a login will see a "Set Your Account Password" link. If you don't see this link you should already have an account. If you don't know or don't remember your password please use the Forgot Password tool. Otherwise, click a form link above to access the portal with your login.

Need login assistance? If you are having trouble with the Forgot Password tool, please email support@efmla.com or call (855) 488-FMLA (3652).

STEP 5: Once your completed medical certification is received, your leave request will be placed on the board agenda for approval. Once board approved, you will receive a board agenda approval letter. If you do not receive a copy of this letter, your leave has not been board approved.

All leaves require 30-days advance notice when possible, or when practicable if an emergency arises.