

Marietta Public Schools  
Family Medical Leave

When an employee notifies an MPS supervisor of their need for FML, the supervisor will complete form WH-381 and give to the employee. (Supervisor will provide a copy to the Superintendent.)

*If additional information is needed,* the supervisor will provide the employee with form WH-300-E or WH-300-F that the employee (and health care provider) will complete and return to the supervisor. (Supervisor will provide a copy to the Superintendent.)

The Superintendent will complete form WH-382 and give to employee. (Superintendent will provide a copy to supervisor.)

FML WH-380-E <http://www.dol.gov/whd/forms/WH-380-E.pdf>

FML WH-380-F <http://www.dol.gov/whd/forms/WH-380-F.pdf>

FML WH-381 <http://www.dol.gov/whd/forms/WH-381.pdf>

FML WH-382 <http://www.dol.gov/whd/forms/WH-382.pdf>

For more information:

FML Website: <http://www.dol.gov/compliance/laws/comp-fmla.htm>

FML Fact Sheet: <http://www.dol.gov/whd/regs/compliance/whdfs28.pdf>