



Human Resources Administration

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Columbus, OH 43215
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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Military FMLA Leave of Absence

CLASSIFIED EMPLOYEES/CLASSIFIED SUPERVISORS

Adrienne Thomas – Phone: 614-365-6791 Email: athomas7366@columbus.k12.oh.us

CERTIFICATED EMPLOYEES/ADMINISTRATORS

Christina Ayers – Phone: 614-365-5881 – Email: leavesofabsence@columbus.k12.oh.us

Military FMLA documentation can be viewed and printed at www.ccsokh.us/HRAdministration.aspx

INSTRUCTIONS FOR ALL STAFF:

Listed below are attached forms that must be returned to process your leave

- *Application for Leave* form – which you need to complete and sign and return to Human Resources. The *Application for Leave* form **MUST** be signed by your Supervisor prior to your Leave of Absence unless the absence was unexpected and you are already off work.

Please complete and return the following form which pertains to your situation

- A *FMLA Certification of Qualifying Exigency* form – to be completed and all three pages returned to Human Resources Administration.
- A *FMLA Certification for Serious Injury or Illness of a Current Service member* form – all four pages of the original documentation must be returned to Human Resources Administration or they may be faxed directly from the physician's office to Human Resources Administration.
- A *FMLA Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave* form – all five pages or the original documentation must be returned to Human Resources Administration or they may be faxed directly from the physician's office to Human Resources Administration.

Listed below you will find attached important documents that you need to review and keep for your information

- **An Information Sheet** – this contains detailed information regarding a leave of absence, please retain this information to refer to regarding your leave.
- **FMLA Military Leave Fact Sheet from the Department of Labor**
- **Information about our Employee Assistance Program**

Failure to adhere to providing this information in a timely manner may result in your pay being stopped and/or disciplinary action up to and including termination of your employment.

Please remember that the regulations and responsibilities governing a leave of absence are your sole responsibility as stipulated in Articles 15.3 and 16.9 of the Agreement between Columbus School Employees Association and Article 702 of the Agreement between the Columbus Education Association and the Columbus Board of Education.

Sincerely,

Human Resources Administration

Human Resources Supporting Vision: Maximizing Human Capital for Student Success

The Columbus City School District does not discriminate because of race, color, national origin, religion, sex or handicap with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.