

FMLA Leave Notice

A 30 day notice is required for all foreseeable medical leaves. If the leave is foreseeable and a 30 day notice is not given, the District can delay or deny leave. As soon as you have the dates set, log on to Employee Access and submit the FMLA Leave Notice. Once this information is received in the Human Resources, you will be notified by e-mail (to your District e-mail account) regarding your eligibility and rights and responsibilities under the FMLA. If you do not meet the requirements for FMLA eligibility, information will be e-mailed to you detailing your benefit options. Please be sure to review the [District Leave](#) and [FMLA](#) policies prior to submitting the FMLA Leave Notice.

1. Log in to your Employee Access (<https://skyfin.jordan.k12.ut.us>)
(If you do not know your login and/or password, contact the Information Systems help desk at 801-567-8737.)

2. Select "Task Manager"



3. Select "FMLA Leave Notice"

4. Open the FMLA Leave Notice form, enter information in all required fields and click the "Save" button.
5. Click the "Next" button until you reach the final step. Click the "FMLA Leave Approval" button to submit the Notice. An e-mail will be sent to your District e-mail account confirming the FMLA Leave Notice submission.

4. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

[FMLA Leave Approval
\(HR Leave Clerks\)](#)

Required Medical Documentation

A medical certificate signed by your health care provider must be submitted to Human Resources for all medical leave requests within 15 days of giving notice of need for leave. You may use the [Certification of Health Care Provider](#) form to provide the medical information, which should be completed by your health care provider and submitted to Human Resources.

Returning to Work

If the leave is for your own serious health condition, you must be released by your health care provider to return to work. ***The [Fitness for Duty](#) form must be submitted to Human Resources prior to your return to work date.***

Medical forms may be hand-delivered, sent through District mail, or faxed to Human Resources at 801-567-8056. Questions regarding FMLA leave should be directed to Human Resources at 801-567-8249.