FMLA Request Process

We have new processes that have replaced the CLR process. Please ensure that the following steps are completed.

1. Request time off through the Frontline system as:
   - “Sick” if the FMLA request is for a leave of absence for your own medical condition
   - “Personal” if the FMLA request is for a leave of absence to take care of a family member
   - Or contact your Executive Assistant if you are unable to enter the absence reasons above to code the Frontline system for time needed

2. Request a leave of absence through the following link: http://request.efmla.com/request-ind.tpl?A1=36452c23688H024
   Once you CLICK the link -> enter your basic information -> Name, employee ID and Email address -> “Send Form”

   ![Employee FMLA Request (Continued)](image)

   You will receive an email to continue with the FMLA request process
   CLICK the link “Start FMLA Leave Request” to fill out the form to formally request your leave

   ![katty sanchez’s FMLA Request Form](image)

   Sample of the HPS Employee Request form for FMLA -> fill out the requested information and “Send Form”
FMLA Request Process

Once you click on “Send Form” the confirmation below officially starts your FMLA request process

Section I: Employee Information

* First Name: katy
* Last Name: sanchez
Employee #: 10966
Address: Street Address
Apartment: Apartment
City: City
State: State
Zip Code: Zip Code
* Phone #: Phone Number
* Department/Role: None Selected
* Location: None Selected
* Email Address: katy.sanchez@hartfordschools.org

Section II: Leave Reason

Once you click on “Send Form” the confirmation below officially starts your FMLA request process

Hartford Public Schools - eFMLA: Employee FMLA Request Completed

You, katy sanchez, have successfully created an FMLA Request Form and sent it to your employer’s FMLA Administrator for processing. The FMLA administrator will contact you with further instructions regarding your request for FMLA leave.

- Ask your doctor to complete the formal FMLA-Certification of Health Care Provider form (the system above should prompt you to do this, but I have also attached a blank copy of the paperwork for your convenience)
- You are working diligently in the processing of all FMLA request within fifteen (15) days