

## 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”**

The screenshot shows the eFMLA web portal interface. At the top, there is a logo for eFMLA with the tagline "ELECTRONIC FAMILY & MEDICAL LEAVE MANAGEMENT MADE EASY". Below the logo, the page title is "Employee FMLA Request (Continued)". A green message box contains the text: "katty sanchez, you have successfully created an FMLA Request Form to be sent to your email. Please click the 'Send form' button below and then check your email to continue with your FMLA Leave Request." Below the message box, there is a list of details: Date: 07/19/2021, Salutation: (blank), First Name: katty, Last Name: sanchez, Employee: 10966, Email: katty.sanchez@hartfordschools.org. At the bottom of the details, there is a button labeled "Back" and a "Send Form" button. The footer of the page includes copyright information for 2021 eFMLA, contact information for support@efmla.com and phone number 855-488-FMLA, and a logo for "GODADDY VERIFIED & SECURED USER'S SECURITY".

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

The screenshot shows an email interface in a browser window. The email is from "FMLA-Administrator@efmla.com" to "Sanchez, Katty" and is dated "Mon 7/19/2021 1:52 PM". The email content includes a cautionary note: "CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please contact the helpdesk at 860-757-9411 if you have any questions." The main body of the email addresses "Dear katty sanchez," and states: "In accordance with the Family and Medical Leave Act ("FMLA"), we are providing you with an electronic FMLA Request Form. Please click on the link below to complete and submit your request." A bullet point lists a link: "Start FMLA Leave Request". Below this, it says "Please Click on the Link above to use your form." A note follows: "Note: Do not reply to this email. This is an unmonitored address, and replies to this email cannot be responded to or read. For inquiries relating to your FMLA leave, please contact your employer." The email concludes with "Thank you,".

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



**Hartford Public Schools**  
**Employee Request for Family or Medical Leave**

An employee seeking (or confirming) leave under the FMLA must check all required boxes, sign, and submit his/her leave request at least thirty (30) days prior to the desired start date of the leave (if practicable because the leave is foreseeable) or as soon as practicable if the leave has already begun or was not foreseeable. FMLA leave requests for any qualifying exigency for military family leave must be submitted as soon as practicable.

**Note:** \* Please fill out all required fields below.

**Section I: Employee Information**

\* First Name: **katty**  
 \* Last Name: **sanchez**  
 Employee #: **10966**  
 Address:   
 Apartment:   
 City:   
 State:   
 Zip Code:   
 \* Phone #:   
 \* Department/Role:   
 \* Location:   
 \* Email Address: **katty.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, **katty 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