

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



FMLA CHECKLIST FOR EMPLOYEES

___ Request FMLA pack. This can be done in person or by emailing Ahmad Nelson (Human Resources Dept.) at anelson@sunflower.k12.ms.us.

___ Request FMLA from your supervisor 30 days prior to the start of the leave for all foreseeable qualifying events or within 2 business days for events that was not foreseeable.

___ Receive the FMLA pack from Human Resources.

___ Ensure that your health care provider complete and return the Certification of Health Care Provider for Employee and/or Family Member forms to Payroll:

Hwy 49 North-196 MLK Drive, Indianola MS 38751

_____ I have received a FMLA pack.

_____ I have read and understand all the procedures.

Signature: _____ Date: _____

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Printed Signature: _____