

**FMLA POSTER and FORMS**

All covered districts are required to permanently display a poster prepared by the U.S. Department of Labor which summarizes major provisions of the Family and Medical Leave Act (FMLA) and informs employees how to file a complaint. The poster must be displayed in a conspicuous place where employees and applicants for employment can view it. A poster must be displayed at all district locations even if there are no eligible employees.

- <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>

When an employee requests FMLA leave, the following forms need to be completed:

- Notice of Eligibility and Rights & Responsibilities <http://www.dol.gov/whd/forms/WH-381.pdf>
- Designation Notice: <http://www.dol.gov/whd/forms/WH-382.pdf>

When requesting medical certification use one of the following forms:

- Certification of an Employee's Serious Health Condition: <http://www.dol.gov/whd/forms/WH-380-E.pdf>
- Certification of a Family Member's Serious Health Condition: <http://www.dol.gov/whd/forms/WH-380-F.pdf>

When requesting certification for a military-related FMLA request use one of the following forms:

- Certification of Qualifying Exigency for Military Family Leave: <http://www.dol.gov/whd/forms/WH-384.pdf>
- Certification of Serious Illness or Injury for a Covered Service Member for Military Family Leave: <http://www.dol.gov/whd/forms/WH-385.pdf>
- Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave: <http://www.dol.gov/whd/forms/wh385V.pdf>

**End of McClusky School District #19 Exhibit DDAA-E2**

**[04/20]**