



# WESTPORT COMMUNITY SCHOOLS

## Memorandum

To:

From: Mickey Fredericks, Executive Assistant for Human Resources

Attached is the necessary paperwork to complete the Family Medical Leave Act process:

1. Read Notice of Eligibility and Rights & Responsibilities
2. Complete Certification of Health Care Provider for Employee's Serious Health Condition
  - a. Section II – To be completed by you
  - b. Section III – To be completed by your Health Care Provider
3. Medical Certification – To be completed by your Health Care Provider

When you are ready to return to work please complete the following paperwork:

1. Employee Notice of Intention to Return From Family or Medical Leave (Optional)
2. Fitness for Duty Certification

Also included are an Employee's Rights and Responsibilities under the Family Medical Leave Act reference page. For further information please reference your union contract or <http://www.dol.gov/whd/fmla/employeeeguide.htm>.

Please complete the above paperwork and return to my office. Thank you.