

The following forms are needed to request pay for lost time from work.

If you are gone for 3 days or less for your own illness or injury, use the "Employee Absence Form". Attach Physician certificate for absences of more than one day to be eligible for paid benefit.

If you are gone more than 3 days for your own illness or injury, use the "Application for Sickness and Disability Benefits" form. You will also need the "return to work" form. These forms require a doctor to fill out.

If you are gone due to jury duty, funeral leave, or short term (3 days or less) medical emergency for a family member, use the "Serious Illness in Family" form. If you are gone due to a family member illness, you will need to attach a note from a doctor.

To apply for FMLA, call Administrative Services, Ext 213, for the FMLA form.

All forms should be submitted to Administrative Services no later than 8:00 am Monday morning after the pay period ends.

Call Janet Paulson, Payroll Clerk, at extension 274 if you have any questions.