



ABSENCES DUE TO SURGERY AND EXTENDED MEDICAL CONDITIONS

As soon as you become aware that you are going to have surgery or an extended medical absence, you must:

1. Contact the Department of Human Resources. You may wish to attend one of our monthly FMLA meetings. You may also schedule a private appointment to discuss your situation.
2. Submit the following forms:
 - a. Certification of Health Care Provider Form
<http://www.lakelandschools.org/files/filesystem/FMLA-employee.pdf>
 - b. Leave of Absence form, signed by you and your Principal or Supervisor
3. Aesop Users: Enter your absence in Aesop as soon as possible.
4. Before you return to work, you will need to provide a note from your doctor that states you are cleared to return to work.

If any additional information is required, please contact the Department of Human Resources.