

# Los Angeles Unified School District FMLA LEAVE PROCESS FLOWCHART for Employees

**Step 1:** You must notify your supervisor/  
designee when you know you need leave



**Step 2:** Your supervisor/designee must  
provide you with your FMLA Rights and  
Responsibilities and FMLA Health Care  
Provider Certification form within 5  
business days



**Step 3:** You must provide a completed  
FMLA Health Care Provider Certification  
to your supervisor/designee within 15  
calendar days



**Step 4:** Your supervisor/designee must  
notify you if your FMLA is approved, or  
not, within 5 business days  
(Designation Approved)  
(Designation Not Approved)