

Williamsburg County School District

FMLA Request Form Instructions

Please follow these steps to complete your paper FMLA Request Form. Write clearly using a pen.

1. Complete the Employee Information section.

Write your name, Employee ID or last 5 digits of your Social Security number, job title, school or department, email address, and daytime telephone number.

2. Select the reason for your leave.

Check the box that best describes why you need leave. Fill in any requested birth date, placement date, or family member information.

3. Tell us how you need to take your leave.

Check continuous leave if you will be out for one period of time. Check reduced or intermittent leave if you need to work fewer hours or be absent from time to time. Enter the expected beginning and ending dates for your leave.

4. Sign and date the form.

Review your answers, then sign and date the Employee Certification and Signature section.

5. Return the completed form to Human Resources.

HR will provide written information about your FMLA eligibility and next steps within five (5) business days after receiving your request.

To request a fillable electronic version of the FMLA Request Form, please email lparker@wcsd.k12.sc.us.

Need help? Contact Human Resources at 843-355-5571 or lparker@wcsd.k12.sc.us.