

FMLA

(Not applicable to intermittent FMLA)

Employees are required to submit the FMLA, Leave of Absence and Short Term Disability paperwork into Human Resources. Due to the County not having paid FMLA, employees are required to use sick time for FMLA (up to 12 weeks). Once the employee has depleted their sick time, they may continue to use other accruals or go off payroll. When an employee is out, their FMLA, Leave of Absent and Short-term disability starts at the same time.

Please note, the first 12 weeks on FMLA, employees are responsible for their contribution of health insurance premium even if they are off payroll. If an employee is off payroll and on FMLA, insurance premium payments are due at the end of a pay period and submitted to our HR office. Personal check or money orders should be made out to Saratoga County Treasurer.

Three (3) forms submitted to Human Resources (HR):

1. **FMLA paperwork** (WH308 E form)
 - a. Section I (top part of page 1)- completed by Employee
 - b. Section II (bottom part of page 1 - page 4) - completed by physician

2. **Leave of Absence paperwork** (Request Leave of Absence form)
 - a. Section One (page 1 and top portion of page 2)- completed by Employee
 - b. Section Two (bottom part of page 2) - completed by Department

3. **Short Term Disability paperwork** (Disability Form form):
 - a. Part A (page 1) - completed by employee
 - b. Part B (page 2) - completed by physician
 - c. Part C (page 3) - completed by HR

Physicians can fax over the required documents to our fax line listed below (highlight in yellow). All paperwork can be submitted to my attention, please see contact information below. Once, the paperwork has been received in office, this will be reviewed for approval. Notification of approval will be sent to the department and employee.

HR Contact Information:

Jessica Poe
Healthcare Specialist
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, NY 12020
Office: (518) 885-2225 ext.4465
Fax: (518) 884-4752