



Genesee Education Consultant Services

How to Apply for a Medical Leave or FMLA

1. Notify supervisor of your intent to go on a leave of absence.
2. Download [FMLA employee form](#) or [FMLA family member form](#) from GECS website.
3. Have your doctor or family member's doctor fill out form.
4. Return completed form to GECS at least **30 days** prior to anticipated leave.
5. GECS will confirm leave or request additional information from you within 5 business days after receiving FMLA certification paperwork. Confirmation comes via email or mail.