The Family and Medical Leave Act requires that an employee provide his/her employer (Arkansas School for Mathematics, Sciences and the Arts) with 30 calendar days advance notice prior to the expected start of the leave. If 30 days advance notice is not possible, the employee must provide the employer with as much advance notice as possible, ordinarily within one or two business days of when the need for leave becomes known to the employee.

The FMLA forms are required to be completed and returned to Human Resources. These forms are required to document whether your absence from work meets the criteria to establish an FMLA eligible situation. If the circumstances surrounding your absence meet the FMLA eligibility requirements, the institution has an obligation to protect your job for a period of up to twelve workweeks per calendar year or twenty-six workweeks per 12-month period for care of a covered service member.

These forms should be returned to Human Resources as soon as possible. If you have any questions, please contact Human Resources at 501-622-5113.