



Personnel Department
County of La Crosse, Wisconsin
County Administrative Center • Room 2190
400 4th Street North • La Crosse, Wisconsin 54601-3200
(608) 785-9640 • FAX: (608) 789-4887

www.co.la-crosse.wi.us

FAMILY & MEDICAL LEAVE

OVERVIEW

After being employed for one year, you are eligible for Family & Medical Leave (FMLA) under the Family & Medical Leave Act/Law. This allows you to use sick leave and other paid time for absences that you would not otherwise be able to use. You need to choose either Wisconsin Family Leave or Federal Family Leave. *The differences in these two laws are compared on this intranet site under Forms.*

CLAIMING FAMILY LEAVE

- You must complete a Family Leave Request form. The form is available on this intranet site under Forms or from the Personnel Department. The form must be signed by your supervisor and approved by the County Personnel Office in the Administrative Center in La Crosse.
- You must also have the physician complete the doctor's certification form.

ADVANCE NOTICE

- You should provide a thirty-day advance notice, unless emergency circumstances prohibit notification.

CONTACT FOR QUESTIONS

If you have questions about FMLA, please call Mary in Personnel at 785-9636.

Benefits 10/02; 5/04