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What documents are required to apply for FMLA?

Employees applying for FMLA will be required to:

- Fill out the Request for FMLA Form.
- Provide a Medical Certification Form. The following Forms are available:
 - Certification of Health Care Provider for Employee's Serious Health Condition.
 - Certification for Military Family Leave for Qualifying Exigency.
 - Certification of Health Care Provider for Family Member's Serious Health Condition.
 - Certification for Serious Injury or Illness of a Current Servicemember for Military Caregiver Leave.
 - Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave.

Employees who go in maternity or paternity leave will also be required to:

- Fill out the Paid Parental Leave Request to obtain the parental leave benefits.

Employees in Paid Parental Leave are entitled to coverage of two (2) weeks one hundred percent, two (2) weeks seventy-five percent, and two (2) weeks fifty percent.

Where can I see my Benefits?

You can see your benefits by logging into INFORMS.

In your INFORMS profile, you can see your Benefits Summary, enroll for benefits during Open Enrollment, see dependent information, and Benefit Statements.

What is the allowed time to report a life changing event?

You must report a family status change (marriage or divorce) within 45 days of the event. The deadline is 60 days for newborns, adoption, or placement for adoption. Submit the Flexible Benefits Change in Status Form and Benefit Election Change Form to your Department Personnel Representative. If the status change results in a premium adjustment, contact your Department Personnel Representative to determine the cost for the current employee biweekly rates.

How do I update beneficiaries in my Group Life Insurance?

To update, view or change your beneficiary, visit LifeBenefits.com and log in with the user ID and password.

How do I apply for Tuition Refund Program?

To apply for the Tuition Refund Program employees must fill out the Approval to Participate in the Tuition Refund Program. Your application must be approved by your Department Director and the Human Resources Department (HRD) Tuition Refund Coordinator.

How do I claim Reimbursement under the Tuition Refund Program?

To be eligible to file any claim, you must have a prior approved "Approval to Participate Form" on file with your department and HRD. Within 30 days of receiving your grades, you must complete the "Reimbursement Claim Form" and submit it to your Departmental Personnel Representative or Tuition Refund Coordinator (TRC). Original grade reports or official transcripts, detailed tuition payment receipts, and proof of financial assistance, if any, must be submitted to your department's Department Personnel Representative or Tuition Refund Coordinator.

How can I become a paid union member?

Employees opting to become a paid union member must contact their union representative.

How can I stop union dues?

Employees opting out from union dues must contact their union representative.

How does Administrative Leave for bargaining union K & M work?

- Employees in job basis classifications who are assigned to work a minimum of 32 hours but less than 48 hours in excess of their normal schedule will be eligible to receive 16 hours of administrative leave.
- Employees who are assigned to work a minimum of 48 hours but less than 64 hours in excess of their normal schedule will be eligible to receive a total of 24 hours of administrative leave.
- Employees who are assigned to work a minimum of 64 hours in excess of their normal schedule will be eligible to receive a total of 32 hours of administrative leave.
- Employees who are assigned to work a minimum of 160 hours in excess of their normal schedule will be eligible to receive a total of 80 hours of administrative leave.

Such a leave is non-cumulative and must be utilized during each contract year of this agreement.

How do I apply for the Emergency Housing Assistance Program?

Employees would be allowed to request one-time, irrevocable cash out of the value of annual leave not to exceed \$12,000 gross pay. The leave payout will be subject to applicable federal taxes, and the value of the payout will be included as Florida Retirement System (FRS) wages. Additionally, employees may be subject to an audit to ensure the funds were utilized for the intended purpose.

The application form and relevant documentation must be submitted to the Department Personnel Representative or designee who will review and approve. The approved package will then be forwarded by the Department Personnel Representative to the Human Resources Department (HRD), Personnel Time and Attendance Division for processing.