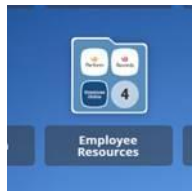


CCPS Family Medical Leave Request or Leave of Absence

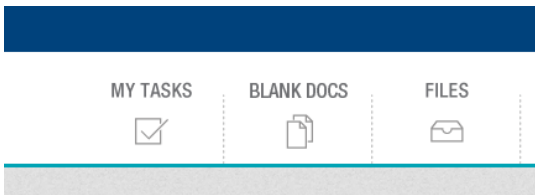
Locate the Employee Resources folder in ClassLink



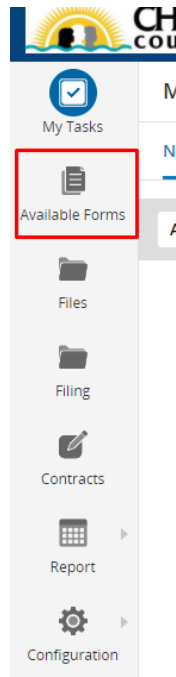
Log in to RECORDS (single sign on process)



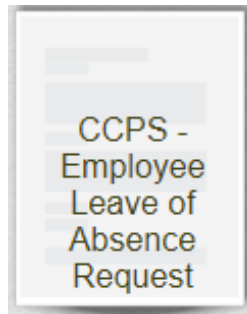
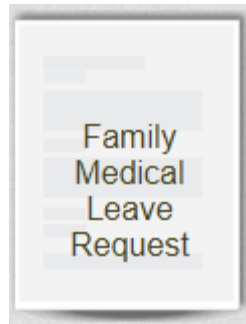
Select Blank Docs



Select Available Forms



Select Appropriate Form for your situation:



Complete form, upload any documentation, Save Final. The eform will workflow to Supervisor and Human Resources.