



Bridgeton Public Schools

Office of Human Resources
Thomas C. Lane, IV Administration Building
Bridgeton, New Jersey 08302-2001

Cherie McCoy
Benefits Manager

Telephone: (856) 455-8030 ext. 2018
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Email: cmccoy@bridgeton.k12.nj.us

Dear Employee:

I am in receipt of your request for Family Medical Leave (FMLA) and/or New Jersey Family Leave (NJFLA). I have enclosed the necessary documents needed for you to apply. You will need to complete the first page and have your physician complete the following pages. The entire packet needs to be completed and the original documents should be returned to me in the Human Resource office. You must have the required paperwork filled out prior to the commencement of your leave. Once your documents are received, I will submit the request to the Board of Education for approval at the next appropriate meeting. You will not be permitted to use FMLA days until after board approval unless otherwise noted. No photocopies or faxes will be accepted.

Please note that NJFLI (bonding time insurance) is filed on line and you must verify your NJFLI leave dates with Lynne Buirch, Payroll manager, before you submit your claim to the State. Failure to verify your NJFLI dates may result into denied or delayed claim.

The law requires a 30-day notice to be given for all foreseeable leaves **prior to the commencement of your leave of absence**. This gives the employer the opportunity to plan for your leave. Your eligibility for leave will be determined after receiving all required documents. **Please notify the Human Resources office if dates of your leave should change.**

Thank you,
Cherie McCoy
Benefits Manager