



**Dr. David F. Lussier**  
Superintendent of Schools

**Sandra A. Trach**  
Assistant Superintendent, Teaching and Learning  
**Cynthia D. Mahr**  
Assistant Superintendent, Finance and Operations  
**Dr. Marguerite Connolly**  
Interim Assistant Superintendent, Student Services

---

## **FMLA/Medical Leave Requests INSTRUCTIONS & CONTACT INFORMATION**

The Human Resources team is dedicated to supporting employees throughout the FMLA/Medical Leave process and will provide all required guidance, materials, and information.

To receive a FMLA/Medical Leave packet, please contact Human Resources Manager, Danielle Kirk and provide the reason for the request and the estimated start date. Contact information is listed below:

**Phone: 781-591-0185 (Ext. 5633)**  
**Email: [kirkd@wellesleyps.org](mailto:kirkd@wellesleyps.org)**

If requesting a parental leave, an appointment will be scheduled.

Preparing the materials for your leave requires preparation, so please bear this in mind when scheduling.

Based on your circumstances, the Human Resources team will provide the necessary FMLA/Medical Leave materials, including forms, guidelines, and any other instructions or deadlines associated with your request.

Please note that upon receipt of your FMLA/Medical Leave forms, the leave documents will need to be returned to the Human Resources Department no later than 15 calendar days from the date you receive your materials.

The Human Resources team understands the importance of ensuring that your rights and responsibilities under the FMLA are understood and upheld.

Please contact us with any questions or concerns.