Courtney Schaefer, LCSW-C, RPT-S | School Social Worker, MCPS

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DATE	EVENT	UPLOADED DOCUMENT
Feb 20, 2026	FMLA leave request submitted to MCPS HR. Physician certification provided at time of submission.	**Leave Request:** *2_20_26_430-1_Long_Term_Leave_Request.pdf* **Physician Cert.:** *2_20_26_440-35_Certification_Of_Physician.pdf*
Mar 19, 2026	Follow-up submitted to ERSC after receiving no response. Informed the submission had not yet been reviewed — more than 4 weeks after filing.	**Email:** *3_19_26_email_to_ERSC.pdf*
Mar 27, 2026	Email sent to supervisor confirming that physician had not yet released return to work.	**Email to Supervisor:** *3_27_26_email_regarding_FMLA_Leave_Extension.pdf*
Apr 7–8, 2026	Submitted revised Form 430-1 after HUB system returned error code preventing leave date update. HUB screenshot captured showing leave still "Awaiting Approval" — 47 days after submission.	**Revised 430-1:** *4_7_26_Revised_430-1_Leave_Request.pdf* **HUB Screenshot:** *4_8_26_Screenshot_of_HUB_page_FMLA_approval.pdf*
Apr 16, 2026	Formal written follow-up sent to ERSC documenting all prior attempts to resolve leave status. Requested all future correspondence be directed to personal email. Attorney noted as copied. ERSC auto-confirmed receipt and opened Case ERSC0542142.	**Email to ERSC:** *4_16_26_email_to_ERSC.pdf* **ERSC Auto-Receipt:** *4_16_26_ERSC_email_response.pdf* **Case # Opened:** *4_16_26_ERSC_case_number.pdf*
Apr 20, 2026 6:35 PM	ERSC closed Case ERSC0542142 with no substantive resolution. Response explicitly stated that all FMLA communication is sent exclusively to employee's MCPS work email and that ERSC does not correspond with personal email addresses. This directly contradicts the written request made April 16, 2026 — submitted while employee was on leave and not actively monitoring her work email. ERSC also noted no return-to-work notification would be issued as no return-to-work form had been submitted.	**ERSC Case Closure Email:** *4_20_26_ERSC_Email_regarding_closing_case.pdf*
Apr 20 / 24, 2026	MCPS (Dr. Sandi Ives, Supervisor SESES) issued certified letter dated April 20 alleging non-compliance with leave guidelines and demanding Forms 430-1 and 440-35 be returned by April 27, 2026. Letter received via certified mail April 24. Threatens "adverse employment action." Copied to Meredith Benning, Dept. of Talent Acquisition.	**Certified Letter (rec'd 4/24):** *4_24_26_Certified_Letter_recieved_in_mail_.pdf*

DATE	EVENT	UPLOADED DOCUMENT
Apr 22, 2026	Revised Form 430-1 submitted manually (HUB system still inaccessible). Doctor had not released return to work. Requested medical correspondence remain with HR only. New ERSC Case ERSC0544630 opened.	**Email w/ Revised 430-1:** *4_22_26_Email_to_ERSC_with_attached_revised_430-1.pdf* **ERSC Auto-Receipt:** *4_22_26_ERSC_response.pdf* **Case # Opened:** *4_22_26_ERSC_Case_ERSC0544630_has_been_opened_.pdf*
Apr 27, 2026 9:50 AM	While on protected FMLA leave, an unknown individual from school leadership dispatched police to employee's home — no emergency contacts called, no prior communication. The responding officer stated that someone from the school had initiated the call. Police arrived during an active virtual therapy session; husband answered the door. Employee learned of the visit only after completing the session. Therapist scheduled an additional emergency session in response. Given employee's work-related PTSD diagnosis, the unexpected police contact was directly counterproductive to treatment. Same morning (4/27): Husband called to obtain responding officer's name and badge number. Call was never returned.	**Documentation:** *Wellness_Check.docx (project file)*
Apr 29–30, 2026	April 29: MCEA Representative Maya Satz called employee to ask if she was aware of a Loudermill hearing. Employee had no knowledge of the hearing and did not know what a Loudermill hearing was. This was the first notice employee received of any potential termination proceedings. April 30, 11:32 AM: Maya Satz followed up by email confirming that DCI had notified MCEA of a Loudermill hearing scheduled May 14, 2026 at 2:00 PM. No formal charge letter had been received by employee at this time.	**MCEA Email:** *4_30_26_email_from_MCEA_Rep_regarding_Loudermill_hearing.pdf*
May 1, 2026	Updated Certification of Physician submitted. Dr. Latoya Edwards, MD (JHCP North Bethesda) extends leave through May 29, 2026. Diagnosis updated to include PTSD; referral to psychiatry; medication management and psychotherapy prescribed.	**Updated 440-35:** *5_1_2026_Updated_440-35_CSchaefer.pdf*

NOTE: MCPS has never issued a written FMLA Eligibility Notice, Rights & Responsibilities Notice, or Designation Notice. These are federally required under 29 C.F.R. § 825.300 within 5 business days of the employer having sufficient knowledge that FMLA may apply. The burden of compliance rests with the employer, not the employee.

DATE	EVENT	UPLOADED DOCUMENT
NOTE: The certified letter (4/20/26) claiming non-compliance was sent WHILE ERSC Case ERSC0542142 was still open and unresolved, and AFTER employee had already submitted Form 430-1 and 440-35 on 2/20/26. That same evening (4/20/26, 6:35 PM), ERSC closed the case and explicitly stated all FMLA communications are sent exclusively to MCPS work email — directly contradicting the employee's written request of 4/16/26 to use personal email. MCPS then used the employee's absence from work email as grounds for alleged non-compliance, despite having been notified in writing that she was not monitoring it during leave.		

Document Index: All 14 uploaded documents correspond to the timeline entries above. Filenames appear exactly as submitted. Documents are organized chronologically and should be presented to counsel in the order listed.