



OFFICIAL REQUEST FOR FMLA LEAVE

(TO BE COMPLETED AT LEAST THIRTY (30) DAYS IN ADVANCE OF FORESEEABLE LEAVE; OTHERWISE, AS SOON AS PRATICABLE)

EMPLOYEE'S NAME: _____

BUILDING: _____ POSITION: _____

I hereby request FMLA leave from _____ to _____ for (check one):

- The birth of a child and/or to care for the newborn child within one (1) year of the child's birth;
- The placement of an adopted child or foster child with you and/or to care the newly placed child within one (1) year of the child's arrival;
- To care for an immediate family member (spouse, daughter, son, or parent) with a serious health condition; or
- The employee's own serious health condition prevents him/her from performing the functions of his/her job (i.e. the health care provider determines that the employee is unable to work at all or is unable to perform any of the essential functions of the employee's position within the meaning of the Americans with Disabilities Act).

Explain the reason for your request:

Does the employee's spouse work for the District? _____ YES _____ NO

Would an intermittent or reduced leave schedule meet your needs? _____ YES _____ NO

If yes, specify a schedule that would meet your needs:

NOTE:

A FMLA leave request based on the employee's serious health condition or the serious health condition of an immediate family member must be accompanied by form 3430.01 F2 – Medical Certification from Health Provider.

I hereby authorize the Board of Education to contact my health care provider to verify the reason for my requested FMLA leave or for any other information concerning said leave. I further agree to complete the HIPPA-compliant authorization upon request by the Board of Education, its designee or my health care provider permitting the health care provider to disclose protected health information to the Board of Education or its designee in connection with this request for FMLA leave.

I understand that a failure to work at the end of my FMLA leave may be treated as a resignation unless an extension of FMLA leave has been agreed upon and approved in writing by the Board of Education, or an additional unpaid leave is authorized by the Board and/or State law.

Employee's Signature

Date

Acknowledged by: _____ Principal/Administrator _____