

APPENDIX D
Family Medical Leave Request Form

EMPLOYEE REQUEST FOR LEAVE
FAMILY AND MEDICAL LEAVE

Type or Print

1. Name of Employee:			2. Employee's Social Security Number:		
Last	First	Middle			
3. Reason for requested leave:					
a. <input type="checkbox"/> Birth of a son or daughter of the employee and to care for such son or daughter. b. <input type="checkbox"/> Placement of a son or daughter with employee for adoption or foster care. c. <input type="checkbox"/> In order to care for spouse, child, or parent with a serious health condition. d. <input type="checkbox"/> Because of employee's own serious health condition that makes him or her unable to perform job functions.					
4. If "3 (c)" above, please check one:			5. If "3 (c)" above, state name and address of relation:		
<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent					
6. Date on which you wish to begin leave:			7. Date of Anticipated return to work:		
6. Date on which you wish to begin leave:			7. Date of Anticipated return to work:		
8. Are you requesting leave on an intermittent or reduced leave schedule?			9. If "yes", please give schedule of when you anticipate you will be unavailable for work.		
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Medical Certification					
Employees seeking leave because of reason "3 (c)" or "3 (d)" above must provide medical certification within 15 days or as soon as practicable.					
Employees seeking to return to work after a leave because of their own serious illness [reason 3 (d)] also must provide a medical certification of ability to perform job duties before they are allowed to resume work.					
I hereby agree that while I am on leave, I will continue to pay my share of health insurance premiums, unless I elect to discontinue such coverage. I also agree that if I fail to return to work at the end of the leave period, I will reimburse the District for the cost of health benefits provided during my leave, unless I fail to return to work because of the continuation, recurrence, or onset of a serious health condition or because of other circumstances beyond my control. If I am unable to return to work because of a serious health condition, I will provide medical certification from the appropriate health care provider stating that I am unable to perform the functions of my position on the date that my leave expired or that I am needed to care for my spouse/parent/child because he or she has a serious health condition on the date that my leave expired. I understand that I may not be permitted to resume my position with the District until I provide medication certification, as appropriate.					
Signature:			Date:		