

Staff Leave of Absence Request

Staff Member's Name: _____ Employee ID #: _____

Supervisor's Name: _____ Social Security #: _____

I am requesting a Leave of Absence due to the following: *(Please check one)*

- The birth of a child, or placement of a child with you for adoption or foster care.
- Your own serious health condition.
- Because you are needed to care for your spouse; child; parent due to his/her serious health condition. **Please circle the family member you are caring for.**
- Because of a qualifying exigency arising out of the fact that your spouse; son or daughter; parent is on covered active duty or called to covered active duty status with the Armed Forces.
- Because you are the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.
- Personal
- Educational
- Military

For leave to be taken at one time, rather than intermittently or on a reduced work week:

Leave start date: _____ Expected return to work date: _____

Total Days Requested: _____

For leave to be taken intermittently: (Staff member requesting intermittent leave must make a reasonable effort to schedule medical treatments and appointments in a way that causes minimal disruption of SCH operations.)

Dates requested for intermittent leave: _____

I understand that should I go into a "no-pay" status (fully exhausting all LTB, PDL, and OTO balances first), I will be responsible for my portion of all premiums and/or payments currently being deducted from my paycheck. I must contact Human Resources to make arrangements to continue these payments to prevent any cancellations. All payments are due on the dates you would normally receive a paycheck.

Staff Member's Signature: _____ Date: _____

Health Care Provider Certification

Staff members who request FMLA leave because of a serious health condition, whether their own or a family member's, must also submit a "Medical Certification," completed by a healthcare provider, to Human Resources before the leave can be approved. All Leaves of Absence forms are available in Human Resources.