

# Employee FMLA Leave Request

(Family/Medical Leave Request Form)

Eligible employees are entitled under the Family and Medical Leave Act (FMLA) to take up to 12 or 26 weeks of job-protected leave for certain family and medical reasons. Submit this request form to your human resources manager at least 30 days before the leave is to begin, when possible. When 30 days' advance submission of the request form is not possible, submit the request as soon as possible. Our Company reserves the right to deny or postpone leave if you do not give adequate notice when permitted under federal and/or state law.

## Employee Information

Please print.

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Today's Date: \_\_\_\_ \_\_\_\_ \_\_\_\_ Hire Date: \_\_\_\_ \_\_\_\_ \_\_\_\_ Supervisor: \_\_\_\_\_

Status:  Full-Time  Part-Time  Temporary

## Reason for Requesting Leave

I am requesting family/medical leave for the following reasons: (check all that apply)

- Birth of my child; to care for my newborn child  
 Placement of a child with me for  adoption  foster care  
 Leave to care for a family member with a serious health condition

Relationship of family member to you: \_\_\_\_\_

- My own serious health condition  
 Qualifying exigency because a family member is on or has been called to covered active duty in the Regular Armed Forces (including the National Guard and Reserves) to a foreign country

Relationship of family member to you: \_\_\_\_\_

- Leave to care for a family member who is a current member of the Armed Forces (including the National Guard and Reserves) or a covered veteran and who is undergoing medical treatment, recuperation, or therapy, is in outpatient status or on temporary disability retired list for a serious injury or illness

Relationship of family member to you: \_\_\_\_\_

- Other (please explain) \_\_\_\_\_

## Duration of Leave

Leave expected to begin: \_\_\_\_ \_\_\_\_ \_\_\_\_ Leave expected to end: \_\_\_\_ \_\_\_\_ \_\_\_\_

If intermittent or reduced-leave schedule is being requested, please explain why it is needed and the proposed leave schedule:

## Employee Certification and Signature

I certify that the above information is true and correct to the best of my knowledge:

Employee signature: \_\_\_\_\_ Date: \_\_\_\_ \_\_\_\_ \_\_\_\_

**EMPLOYER:** This form should be treated as a medical record and must be maintained separately from employee personnel files, in locked cabinets with only designated personnel having access. As an employer, you should retain this original and provide a photocopy of the form to your employee along with the Company Response form within a reasonable period of time.

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