

LUMPKIN COUNTY SCHOOL SYSTEM

FAMILY MEDICAL LEAVE REQUEST FORM

Employee's Name: _____ Date of Request: _____

Date of Hire: _____ Position: _____

Work Location: _____

I have ____ have not ____ taken a leave of absence in the past twelve (12) months.

FAMILY MEDICAL LEAVE MUST BE TAKEN CONCURRENTLY WITH EARNED SICK LEAVE.

When the need for leave is foreseeable, leave must be requested 30 days in advance.

When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the approval of the health care provider, so that any corresponding leave will not unduly disrupt the operations of the school district.

Check One

- Personal Illness - 'Certification of Health Care Provider' Form must be submitted.***
- Illness of Spouse, Parent, or Child. Specify: _____**
'Certification of Health Care Provider' Form must be submitted.*
- Birth of a Child**
- Adoption or Foster parent placement of a child.**
- Military Caregiver Leave - Leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, or next of kin of the service member. 'Certification of Serious Injury or Illness of Covered Service member for Military Family Leave' Form must be submitted.***
- Qualifying Emergency - Any qualifying exigency arising from the fact that the employee's family member (the covered military member) is on active duty or has been notified of an impending deployment in support of the contingency operation. 'Certification of Qualify Exigency for Military Family Leave' Form must be submitted.***

**Forms available from the Human Resources Department*

I would like the leave to begin on: _____ I expect to return to work on: _____

My address and telephone number during the leave will be:

Address

Telephone Number

City State Zip

EMPLOYEE SIGNATURE AND DATE

ASST SUPT/HR DIRECTOR SIGNATURE AND DATE

PRINCIPAL SIGNATURE AND DATE

APPROVED ____ DENIED ____ MODIFIED ____

White Copy (Central Office)

Yellow Copy (Employee's Facility)

Pink Copy (Employee)