

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 active duty or has been called to active duty in the Armed Forces.

Relationship of family member to you: _____

Leave to care for a family member who is a member of the Armed Forces and who is undergoing medical treatment or recuperating from a serious injury or illness incurred while on active duty

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.