

Request For FMLA Leave of Absence

Please complete the information below.

Notification requirements: Employees intending to take Family and Medical Leave Act (FMLA) leave must generally provide 30 days notice prior to the start of expected leave. Failure to provide 30 days notice may result in the denial of FMLA leave until proper 30-day notice is provided.

Name: _____ SSN: _____

On-site Employer: _____

I request this leave of absence for the period and reason indicated:

To begin _____ to end _____

Reason

Birth of my son or daughter

Please provide expected date of birth _____ or actual date of birth _____.

Placement of my son or daughter with me for adoption or foster care

Please provide expected placement date _____ or past placement date _____.

Care for my spouse, son, daughter or parent who has a serious health condition. Please provide name and relationship of person with serious health condition, and the nature of the illness, injury, impairment, or physical or mental condition

Because of my own serious health condition which makes me unable to perform my job. My leave of absence will be taken _____ in a single block of time _____ on an intermittent or reduced leave schedule. If choosing an intermittent or reduced leave schedule, specify below the requested leave schedule and reason for it (include whether schedule is necessary because of planned medical treatment).

In the event that my leave of absence is due to my own serious health condition, I agree to provide two (2) business days notice regarding my decision to return to work or request an extension of my leave, whichever is applicable.

I certify that the information contained on this form is true and complete. I understand that any misrepresentation or attempt to fraudulently take FMLA leave is cause for disciplinary action, including dismissal.

Employee Name: _____ Date: _____

Employee Signature: _____

Approvals

Manager Signature: _____ Date: _____

Human Capital Administrator: _____ Date: _____

EMAIL TO HUMAN CAPITAL: HR@human-capital.com