

# Public Schools of the Tarrytowns

ADMINISTRATIVE OFFICES • 200 North Broadway • Sleepy Hollow, New York 10591 • 914-332-4690 Fax



## Public Schools of the Tarrytowns Application for Family Medical Leave Act of 1993

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

I would like to request a leave of absence under the **Family Leave and Medical Leave Act of 1993** for the following reason:

- Birth of a child and to care for that child
- Placement of a child for adoption or foster care
- To care for my \_\_\_\_\_ with a serious health condition (spouse, domestic partner, child, parent)
- Because of a serious health condition that makes me unable to perform my job
- To care for a servicemember who is a member of the Armed Forces, National Guard or Reserves, who is undergoing medical treatment. (26 workweeks)

The leave is requested from \_\_\_\_\_ to \_\_\_\_\_ for a total of \_\_\_\_\_ weeks.  
(Maximum of 12 weeks or 26 workweeks for relatives of employees in the Armed Forces)

**NOTE:** *Doctor's certification must be attached.  
1250 minimum hours worked in the previous twelve months to qualify for FMLA  
Special rules for teachers apply*

I hereby authorize The Public Schools of the Tarrytowns to contact my physician to verify the reason for my requested leave or for any other information concerning my requested Family and Medical Leave, and the release of any information necessary to process the above request.

I understand that a failure to return to work at the end of the leave period may be treated as resignation unless an extension has been requested, in writing, and agreed and approved in writing by the Public Schools of the Tarrytowns.

**It is also understood that if I fail to return from FMLA leave, the Public Schools of the Tarrytowns may recover premiums paid for my health insurance, as permitted by FMLA rules. \_\_\_\_\_ (initial here)**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

- Payroll
- Personnel File
- Board Report
- Department

\_\_\_\_\_  
Director of HR    Date

\_\_\_\_\_