

EMPLOYEE APPLICATION FOR FMLA

(Family and Medical Leave Act)

Employee: _____

Home Phone: _____

Position Title: _____

Supervisor: _____

The Family and Medical Leave Act (FMLA) requires that covered employers provide up to 12 weeks of job-protected leave to eligible employees for certain family and medical reasons. All qualifying leaves will be charged against the 12 weeks of annual FMLA leave. Eligible employees may continue in an employer-sponsored health insurance plan for up to 12 weeks during FMLA leave. For purposes of FMLA a 12-month period is the 12 months immediately preceding each individual leave.

I AM REQUESTING FMLA LEAVE DUE TO: (complete **ONE** of the following - see serious health condition definitions enclosed)

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A serious health condition that makes me unable to perform the essential functions of my job

Describe Condition: _____

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A serious health condition affecting my ☐ spouse; ☐ child; ☐ parent, for which I am needed to provide care.

Family Member Name: _____ **Date of Birth:** _____

Describe Condition: _____

☐

Birth of Child - **Due Date:** _____

Pregnancy disability leave covers **the period of disability designated by your physician** for the period preceding or following the birth of your child. Unpaid childcare leaves may also be granted under policies and contracts. Please refer to the appropriate collective bargaining agreement for additional information.

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Adoption or Foster Care - **Anticipated Date:** _____

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A qualifying exigency arising out of the fact that my ☐ spouse; ☐ son or daughter; ☐ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

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I am the ☐ spouse; ☐ son or daughter; ☐ parent; ☐ next of kin of a covered service member with a serious injury or illness.

DOCTOR: _____

TYPE OF PRACTICE: _____

ADDRESS: _____

TELEPHONE: _____

FIRST DAY OF LEAVE: _____

RETURN TO WORK DATE: _____

Employees must use sick/personal time for disability period. All days (paid/unpaid) run concurrent with leave.

HEALTH INSURANCE (to ensure coverage during **unpaid days beyond FMLA leave**)

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YES, I wish to continue my health insurance coverage during any unpaid days that go beyond my FMLA leave. I understand that if my payments are not made on a timely basis, my insurance coverage will be terminated.

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NO, I do not wish to continue my health insurance coverage during any unpaid days that go beyond my FMLA leave. Please cancel my coverage. I understand it is my obligation to contact the Business Office when I wish to resume coverage.

EMPLOYEE SIGNATURE: _____ **Date:** _____

Complete and return this form to the Business Office