

EMPLOYEE NOTICE FOR NEED OF LEAVE OF ABSENCE (LOA) FORM

To be completed by employee and then submitted to Human Resources.

Employee Name:			
Date:			
Position:			
Building:			
Reason/Type of Leave:	Certain leave requests may qualify for job-protected leave under the Family and Medical Leave Act (FMLA) and/or Minnesota Paid Family & Medical Leave (PFML). Human Resources will notify employee if additional documentation is required. Add definitions link		
Requested Leave Dates (estimated end-date is OK)	Start:	End:	
Please indicate your preference for the initial HR meeting (~30 minutes)	<input type="checkbox"/> In-person (At your main work location) <input type="checkbox"/> Virtual <input type="checkbox"/> Phone Call <input type="checkbox"/> No preference		

If a medical LOA, employee must submit physician’s certification of ability to return to work without restrictions (not needed for normal child delivery if return to work is at least six weeks post-partum). Any restrictions should be listed, and a determination will be made as to whether restrictions can be accommodated. A job description will be provided to physician upon request. There may be other circumstances when a doctor’s note or return to work slip is required.

Minnesota Paid Family & Medical Leave (PFML):

Effective January 1, 2026, you may be eligible for wage replacement and job protection under Minnesota’s Paid Family and Medical Leave (PFML) program. If you intend to apply for PFML benefits for this leave, please indicate below:

- Yes — I intend to apply for PFML benefits.
- No — I do not plan to apply for PFML benefits.

I certify that the leave requested above is for the purpose(s) indicated. I understand that I must comply with Federal and State law, my Collective Bargaining Agreement (if applicable) and/or District Policy regarding eligibility and procedures for a leave of absence and this request is subject to District approval.

Additional comments?	
Employee Signature:	Date:

Please submit this form to Human Resources or the Benefits Coordinator.