



Westford Public Schools
Human Resources
23 Depot Street
Westford, MA 01886
978-692-5560

Jennifer Schaffer
HR Generalist Ext 2138

Kristy O'Brien
HR Associate Ext 2142

EMPLOYEE REQUEST Family and Medical Leave Act

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as possible and generally must comply with normal call-in procedures.

Employee Name: _____ School: _____

Home Address: Street/City/State/Zip _____

Department: _____ Date of Hire: _____

Reason for Requested Leave (certification and/or documentation may be required)

☐ Birth of your child and the care of such newborn child. ☐ Placement of a child with you for adoption or foster care.

Expected Delivery Date: _____ Date of Placement: _____

☐ Your own serious health condition (including pregnancy and prenatal care)

☐ A serious health condition affecting your: ☐ Spouse ☐ Parent ☐ Child

☐ Qualifying exigency (necessity to address personal issues) due to the military active duty status or call to active duty of a:

☐ Spouse ☐ Parent ☐ Child

☐ You are caring for a: ☐ Spouse ☐ Parent ☐ Child

☐ Next of kin who is a covered service member with a serious injury or illness obtained from the line of duty.

Type of Leave Requested: ☐ Continuous ☐ Intermittent ☐ Reduced Hours

Would you like to take leave concurrently with: ☐ Sick Leave ☐ Annual Leave ☐ Paid FMLA

Anticipated Start Date: _____ Anticipated Return to Work: _____

Please describe the intermittent, flexible, or reduced work schedule request in detail and/or describe any workplace accommodations requested. If you meet the work requirements to be eligible for FMLA, you may be required to provide medical or qualifying exigency certification.

Have you previously taken FMLA with the Westford Public Schools? ☐ Yes ☐ No

If yes, when and why? _____

I have reviewed this document and verify that the information provided or attached is correct. I have read and understand the FMLA policy.

Employee Signature: _____ Date: _____

Please submit your request to the Human Resources Department