



Gonzales Independent School District

EMPLOYEE REQUEST FOR LEAVE

1. Name of Employee	2. Employee's Position
3. Reason for Requested Leave	
4. Date on which you wish to commence leave	5. Date of anticipated return to work

☐ FAMILY AND MEDICAL LEAVE

- ☐ For incapacity due to pregnancy, prenatal medical care or child birth;
- ☐ To care for the employee's child after birth, or placement for adoption or foster care;
- ☐ To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- ☐ For a serious health condition that makes the employee unable to perform the employee's job.

☐ MILITARY FAMILY LEAVE _____

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military arrangements, attending certain counseling sessions, and attending post-deployment reintegration

OR

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for

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which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

FMLA Eligibility Requirements - Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months.

☐ TEMPORARY DISABILITY LEAVE

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. If disability leave is approved, the length of leave is no longer than 180 calendar days.

☐ ASSAULT LEAVE

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained.

Employee Signature: _____

Date: _____

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