

Employee Request
Family and Medical Leave Act



TO: Jules Isenberg-Wedel, Human Resource Manager

FROM: Employee Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

DATE: _____

Leave Request

I have a need to be off work for a reason that may qualify for leave under the Family and Medical Leave Act (FMLA). FMLA is a federal employment law that allows qualified employees to take up to 12 weeks of unpaid leave from a job for certain family/medical situations (or up to 26 weeks to care for an injured covered service member), while guaranteeing them a position when they are available to return to work. Employees are also able to continue their health, dental, vision and other benefits while on leave. FMLA was created to help families balance personal and work obligations when a family situation occurs. I am requesting leave for:

- The birth of a child, or placement of a child with me for adoption or foster care.
- My own serious health condition.
- Because I need to care for my spouse/child/parent due to his/her serious health condition.
- Because of an exigency arising out of the fact that my spouse/son/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.
- Because I am the spouse/son/daughter/parent/next of kin of a service member with a serious injury or illness.

Anticipated Start Date of Leave: _____

- I choose to apply for Family and Medical Leave at this time.
- I choose NOT to apply for Family Medical Leave at this time.

Employee Signature: _____ Date: _____

Please submit this request to the Human Resources Manager, Jules Isenberg-Wedel. Requests can be submitted in person, via mail, or via fax (269-343-2940). Once received, a notice regarding your eligibility for FMLA leave will be issued within 5 business days. If you have any questions, please feel free to contact Jules at 269-343-3731, ext. 220 or view the FMLA poster located in the ROI Administration Office break room or at your program site.