

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
REQUEST FOR FAMILY LEAVE/MEDICAL LEAVE (FMLA)
Under the Family & Medical Leave Act
INSTRUCTIONAL PERSONNEL**

EMPLOYEES

1. All requests for **medical leave** due to your illness or the illness of a covered family member must include a completed "Certification of Health Care Provider" form.
2. All requests for **family leave** due to Adoption or Foster Care must include official notification such as a letter from the appropriate agency or attorney.
3. Military Family leave requests must include a copy of the family member's official military orders.
4. The instructional employee taking **family leave** must take a minimum of 20 unpaid days.
5. Family/Medical Leave (unpaid days used) cannot exceed twelve (12) weeks.
6. If personnel numbers, dates and signatures are missing, the application cannot be processed and will be returned.

Name: _____ Personnel Number: _____
 Address: _____ Cellular Number: _____
 City/State/Zip: _____ Other Telephone Number: _____
 School/Department Name: _____ Position: _____

REASON FOR LEAVE:

(Check One)

FAMILY LEAVE

- Maternity
- Adoption or Foster Care
- Military Family Leave
(Serious injury or illness of a current service member)
- Military Qualifying Exigency

MEDICAL LEAVE

- Illness of Self
- Illness of Family Member
- Military Caregiver Leave
(Serious injury or illness of a veteran)

THIS LEAVE REQUEST IS FOR THE FOLLOWING DAYS AND DATES:

NUMBER OF DAYS	DATES	
START	END	
_____ Paid Days Used	_____ - _____	
_____ Unpaid Days Used	_____ - _____	
_____ Total Days	_____ - _____	

Return to Work Date: _____
 (Date should be the first workday following medical release date)

EXPLANATION: (Every request must contain a brief explanation) _____

I understand and agree that failure to return to work at the end of my leave period will be treated as a voluntary termination of employment. If additional time is needed, I understand I must apply for another type of leave.

Employee's Signature: _____ Date: _____

THE PRINCIPAL/DEPARTMENT HEAD'S SIGNATURE CONFIRMS:

- This applicant is provisionally placed on Family/Medical Leave pending review of the application, medical certificate and eligibility verification.

 Principal/Department Head's Signature

 Date

Approved By: _____ Date: _____
Director, Benefits & Employment Services or Designee

ROUTING INSTRUCTIONS:

Work Location forwards application and medical certification (if received) to the Leaves Department. A copy of the application will be returned after processing.