

**Lane Education Service District
Administrative Rule**

Code: **GCBDA/GDBDA-AR(2)**
Revised/Reviewed: 4/28/09; 1/26/10

Request for Family and Medical Leave
Employee Request for Family and Medical Leave (FMLA)
and/or Oregon Family Leave (OFLA)

PLEASE PRINT

Where the need for the leave may be anticipated, written request for family and medical leave must be made, if practical, at least 30 days prior to the date the requested leave is to begin. Failure to request leave in a timely manner could result in either the leave being postponed or the amount of leave available reduced up to three weeks.

Name _____ Effective Date of the Leave _____

Department _____ Title _____

Status: Full-time Part-time Temporary

Hire Date _____ Length of Service _____

Have you taken a family leave in the past 12 months? _____ Yes _____ No
If yes, how many work days? _____ Reason for leave _____

I request family or medical leave for one or more of the following reasons:¹

_____ 1. Because of the birth of my child and in order to care for him or her. (ESD: Use GCBDA/GDBDA-AR(3)(A) Certification Form)

 Expected date of birth _____ Actual date of birth _____

 Leave to start _____ Expected return date _____

_____ 2. Because of the placement of a child with me for adoption or foster care. (ESD: Use GCBDA/GDBDA-AR(3)(A) Certification Form)

 Age of child _____ Date of placement _____

 Leave to start _____ Expected return date _____

_____ 3. In order to care for a family member² with a serious health condition. (ESD: Use GCBDA/GDBDA-AR(3)(B) Certification Form)

 Leave to start _____ Expected return date _____
 Please check one: _____ Spouse _____ Same-sex domestic partner (OFLA leave only) _____ Child
 _____ Child of Same-sex domestic partner (OFLA leave only) _____ Parent _____ Parent-in-law, parent of
 employee's same-sex domestic partner, custodial parent, noncustodial parent, adoptive parent, foster parent
 Grandparent or _____ Grandchild (OFLA leave only.)

¹A physician's certification may be required to support a request for family and medical leave. In addition, a fitness for duty certification may be required before reinstatement following the leave.

²"Family member" means the spouse, same-sex domestic partner, custodial parent, noncustodial parent, adoptive parent, foster parent, biological parent, grandparent, parent-in-law, parent of employee's same-sex domestic partner or a person with whom the employee is or was in a relationship of "in loco parentis." It also includes the biological, adopted, grandchild or foster child or stepchild of an employee, child of same-sex domestic partner or a child with whom the employee is or was in a relationship of "in loco parentis."

Please state name and address of relation:

Name _____ Address _____

Does the condition render the family member unable to perform daily activities?

_____ 4. For a serious health condition which prevents me from performing my job functions. (ESD: Use GCBDA/GDBDA-AR(3)(A) Certification Form)

Describe _____

Leave to start _____ Expected return date _____

Regarding 3 or 4 above, request intermittent (reduced workday hours) or reduced leave (fewer workdays each workweek) schedule or alternate duty (if applicable, subject to employer's approval). Please describe schedule of when you anticipate you will be unavailable to work:

_____ 5. In order to care for a child with a condition requiring home care which does not meet the definition of serious health condition and is not life threatening or terminal (OFLA leave only).

_____ 6. A qualifying exigency arising from an employee's spouse, son, daughter, or parent who is a covered service member as defined in GCBDA/GDBDA-AR(1), or leave for the spouse or domestic partner of a military personnel per each deployment of the spouse or domestic partner when the spouse or domestic partner has either been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment. (ESD: Use GCBDA/GDBDA-AR(3)(C) Certification Form)

_____ 7. To care for a spouse, son, daughter, parent, or next of kin³ who is a covered servicemember with a serious illness or injury incurred in the line of duty or active duty in the armed forces. Has leave been taken for the same servicemember and the same injury? ____ Yes ____ No (ESD: Use GCBDA/GDBDA-AR(3)(D) Certification Form)

If yes, when was the leave taken and for how many work days? _____

I understand that I may use accrued paid leave, including personal and sick leave or accrued vacation leave for the family and medical leave period.

If my request for a leave is approved, it is my understanding that without an authorized extension when the need for an extension could be anticipated, I must report to duty on the first workday following the date my leave is scheduled to end. I understand that failure to do so will constitute unequivocal notice of my intent not to return to work and the ESD may terminate my employment. (A fitness-for-duty statement may be required.)

I authorize the ESD to deduct from my paychecks any employee contributions for health insurance premiums, life insurance or long-term disability insurance which remain unpaid after my leave, consistent with state and/or federal law.

I have been provided a copy of the ESD's family and medical leave policy and a copy of my rights and responsibilities under the Family Medical Leave Act leave request form.

Signature: _____

Date: _____

³"Next of kin" means the nearest blood relative of the eligible employee.