

# Board Policy

Code No. 403.8E2

## EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

(To be completed by employee)

Date: \_\_\_\_\_

I, \_\_\_\_\_, request family and medical leave for the following reason: (check all that apply)

- \_\_\_\_\_ for the birth of my child;
- \_\_\_\_\_ to care for my newborn prior to the first anniversary of the child's birth
- \_\_\_\_\_ for the placement of a child for adoption or foster care;
- \_\_\_\_\_ to care for my child who has a serious health condition;
- \_\_\_\_\_ to care for my parent who has a serious health condition;
- \_\_\_\_\_ to care for my spouse who has a serious health condition; or
- \_\_\_\_\_ because I am seriously ill and unable to perform the essential functions of my position.
- \_\_\_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or 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 or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on \_\_\_\_\_ and I request leave as follows: (check one)

- \_\_\_\_\_ **Continuous**  
I anticipate that I will be able to return to work on \_\_\_\_\_.
- \_\_\_\_\_ **Intermittent** leave for the:
  - \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district
  - \_\_\_\_\_ serious health condition of myself, parent, or child when medically necessary
  - \_\_\_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or 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 or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

*Details of the needed intermittent leave:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I anticipate returning to work at my regular schedule on \_\_\_\_\_.

- \_\_\_\_\_ **Reduced work schedule** for the:
  - \_\_\_\_\_ birth of my child, care for my newborn, adoption, or foster care placement subject to agreement by the school district
  - \_\_\_\_\_ serious health condition of myself, parent, or child when medically necessary

\_\_\_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or 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 or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

*Details of needed reduction in work schedule as follows:*

\_\_\_\_\_  
\_\_\_\_\_  
I anticipate returning to work at my regular schedule on \_\_\_\_\_ .

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize disruptions to school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions shall be deducted from monies owed me during the leave period. If no monies are owed me, I shall reimburse the school district by personal check (cash) for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Bettendorf Community School District  
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