

**WINDSOR LOCKS BOARD OF EDUCATION**

**REQUEST FOR LEAVE**

*Under*

*The Family and Medical Leave Act of 1993*

***REQUEST FOR LEAVE***

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*An employee wishing to request leave may make such request by filling out the information contained in the box below.*

Employee requesting FMLA leave: \_\_\_\_\_  
Employee's Name

Please be advised that as of \_\_\_\_\_, I give you notice that I need leave  
Today's date  
due to:

\_\_\_ The birth of a child, \_\_\_ or the placement of a child for adoption or foster care;

\_\_\_ A serious health condition that I need care for;

\_\_\_ A serious health condition affecting my \_\_\_ spouse, \_\_\_ child, \_\_\_ parent for which I am needed to provide care.

\_\_\_ Because of a qualifying 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 Reserve.

\_\_\_ Because I am the \_\_\_ spouse; \_\_\_ son/daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service-member with a serious injury or illness.

I need this leave beginning on \_\_\_\_\_, and I expect the leave to  
Date

end on \_\_\_\_\_, returning on \_\_\_\_\_.  
Date

**School:** \_\_\_\_\_  
Employee's Signature

*Please return to the Human Resources Department as soon as possible*