

La Mesa-Spring Valley School District
REQUEST FOR FAMILY AND MEDICAL LEAVE

Pursuant to federal law, the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), eligible employees have a right for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed below. Employees are eligible if they have worked for the La Mesa-Spring Valley School District for at least one year, and for 1,250 hours in the previous 12 months. The school district must maintain health benefits during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment upon your return from leave.

FMLA leave is without pay, however, such leave runs concurrently with any paid sick leave, extended sick leave, vacation or work injury leave.

Employees may be required to furnish medical certification of a serious health condition.

REQUEST FOR FAMILY AND MEDICAL LEAVE				
Date	Last Name	First Name	Employee ID	Work Location
Reason for Leave of Absence (check one)				
<input type="checkbox"/> Own serious health condition <input type="checkbox"/> Care for ill parent/spouse/child <input type="checkbox"/> Work incurred injury or disability		<input type="checkbox"/> *Pregnancy disability <input type="checkbox"/> *Care for newborn/adopted child (CFRA) (*Please fill out the information requested below if you are going on maternity leave.)		
Requested start date:			Anticipated end date:	
Employee Signature				

You will be notified in writing within _____ days if your leave is approved.

MATERNITY LEAVE INFORMATION	
Expected Delivery Date:	Expected Date of Return to Work:
<p>When you are no longer able to carry out your responsibilities, please submit a note from your doctor indicating this and forward the information to Human Resources. Be sure to call the Attendance Desk at 6377 and inform us of your need for a substitute if necessary.</p> <p>After your baby is born, please notify us of the birth date either in writing or by phone.</p> <p>We will need a second note from your doctor advising as to the date of your release from medical care and your fitness to return to work. The convalescent period is generally four to six weeks and sick leave will automatically conclude six weeks (or eight weeks if C-section) after the birth of your child. If there are unusual medical conditions the leave will be adjusted.</p> <p>Call the Attendance Clerk at 6377 when you release your guest teacher.</p> <p>The Human Resources office will contact you approximately five weeks after delivery.</p> <p>The information provided above will assist you and the District. We wish you the very best and hope you enjoy this very special time.</p>	