

# REQUEST FOR FAMILY OR MEDICAL LEAVE

## Employee Notification

Request for Family or Medical Leave must be made in writing, if practical, at least 30 days prior to the date the requested leave is to begin.

Name Esther Huerta Date 10-7-14

School Holmes Elementary Position Parent Coordinator

\*\*\*\*\*

I request a family or medical leave for one or more of the following reasons. I understand that a physician's certification and all required information must be submitted before this request is processed.

☒ Because of the birth of my child or because of the placement of a child with me for adoption or foster care.

☐ In order to care for my spouse/child/parent who has a serious health condition.

☐ For a serious health condition that makes me unable to perform my job. THIS CONDITION ☐ IS ☐ IS NOT WORK RELATED.

☐ Requested intermittent or reduced leave scheduled \_\_\_\_\_

Leave to start 11 / 2 / 14 Expected return date 2 / 13 / 15

☐ I would like to use my sick/personal days

☒ I would not like to use my sick/personal days

☐ Original request for leave

☐ Request for extended leave

*Esther*  
MP  
10/7/14

Employee Signature Esther Huerta Date 10-7-14

\*\*\*\*\*

## LEAVE APPROVAL

Principal/Designee Signature Darlene Strong Date 10/15/14

Superintendent Signature A. S. A. Date 10/28/14

Board Secretary Signature \_\_\_\_\_ Date \_\_\_\_\_

Board President Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACCESS Blue Island  
Family Health Center**

Access Blue Island Family  
Health Center  
13000 Maple Ave.  
Blue Island IL 60406-2318  
Office: 708-385-6100  
Fax: 708-385-2051

**VERIFICATION OF PREGNANCY**

Date: 10/20/2014

**Access Community  
Health Network**

**Administrative Offices**  
600 W Fulton Street, Suite 200  
Chicago, IL 60661

Denise Kitchen  
President, Board of Directors

Donna Thompson  
Chief Executive Officer

accesscommunityhealth.net

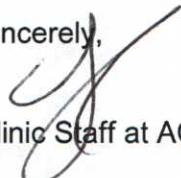
Ester Huerta  
16206 Clark Ave  
HARVEY, IL 60426

Date of Birth: 4/6/1990  
MRN: 334814

To Whom It May Concern:

Ms. Ester Huerta is pregnant. Patient's last menstrual period was 02/21/2014. and her expected date of delivery 11-28-14. She is asking for her maternity leave to begin on 11-21-14 and is to end on 2-13-15. If you have any questions, please feel free to contact me.

Sincerely,



Clinic Staff at ACCESS Blue Island Family Health Center