

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 Emma Thomas Date 9-28-2017

School Brooks Middle school Position Custodian

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 10 / 2 / 17 Expected return date 12 / 26 / 17

- 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

Employee Signature Emma Thomas Date 9-28-2017

LEAVE APPROVAL

Principal/Designee Signature Nichae Hill Date 10/4/17

Superintendent Signature Lela G. Bridges Date 10/4/17

Board Secretary Signature _____ Date _____

Board President Signature _____ Date _____



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September 20, 2017

To Whom It May Concern

Re: Emma L Thomas
1224 E 151th Street
Dolton IL 60419

Be advised that Emma L Thomas is a patient of mine and under my care. She has a diagnosis of multiple myeloma for which she had a high-dose chemotherapy followed by stem cell transplant on 7/14/17. She is slowly improving but is still feeling weak. She requires approximately another 12 weeks to be able to go back to work. This is a medical necessity.

If you should require further information, please do not hesitate to contact our office. All our contact info are detailed below.

Sincerely,

Zeina Al-Mansour, M.D.
Assistant Professor
Hematology & Hematopoietic Cell Transplant
Division of Hematology/Oncology
Tel: 708-327-2336 or 708-327-3019
Fax: 708-327-3284