## 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	Melissa	Sales	Date_	March 29, 2018
School	Byant / 7	WOOKS	T OPTETO	n <u>Secretary/Library</u>
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 <u>before</u> this request is processed.				
	Because of the	ne birth of my child, or becaper foster care.	ause of the p	lacement of a child with me
In order to care for my spouse/child/parent who has a serious health cond  For a serious health condition that makes me unable to perform my job. CONDITION IS (IS NOT WORK RELATED.				a serious health condition.
				to perform my job. THIS ED.
	Requested int	ermittent or reduced leave	scheduled _	
		Would like to use my sick would not like to use my solution of like to use my sick to use my	/personal da sick/persona	ys
Employee Signature				
LEAVE APPROVAL				
Principal/Designee Signature M. Athles Date 3/29/18				
Superintendent Signature Mugally Date 4/8/18				
Board Secretary Signature Date				
Board President Signature Date				
				DECEINE



## Section of Plastic & Reconstructive Surgery

5841 S. Maryland Av., MC 6035 Chicago, Illinois 60637-1470

Phone: 773-702-6302 Fax: 773-702-1634

03/12/18

Patient:

Melissa Sales

MR Number:

3385560

Date of Birth / Age:

10/14/1977 / 40Yrs

Date of Visit:

3/12/2018

To Whom it May Concern:

Ms. Melissa Sales on this day, was seen by Dr. Zachary at the University of Chicago Medical Clinic on 3/12/2018. As you may know, Ms. Sales will be undergoing surgery on 4/3/18 and will need to be out of work for 3-4 weeks to recover (return to work 4/24 or 5/1/18 depending on post-op recovery).

She may return to work with the following conditions:

## RETURN TO WORK STATEMENT

MODIFIED ACTIVITY

3-4 weeks from surgery (4/3/18)

N/A

Melissa's next appointment will be on/around: Surgery 4/3/18.

Should you have any questions or need clarification on the above instructions, please do not hesitate to call upon us.

Respectfully,

Heather Bailin, R.N. (electronically signed on 3/12/2018 at 2:16 PM)