

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 Dr. Sophia Jones-Redmond Date 12-10-14

School Central Office Position Director of Special Services

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 12/10/14 Expected return date 1/14/2015

- 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 [Signature] Date 12-10-14 Revised 2-5-15

LEAVE APPROVAL

Principal/Designee Signature _____ Date _____

Superintendent Signature [Signature] Date _____

Board Secretary Signature _____ Date _____

Board President Signature _____ Date _____

LAKEVIEW PLASTIC SURGERY

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12/11/2014

Attention: Employer

Surgery was performed on Dr. Sophia Jones- Redmond on Wednesday, December 10th, 2014. Patient may return to work on Tuesday, January 13th, 2015 with intermittent excused absences until April 30th, 2015. Please contact my office with any questions or concerns.

Thank you,

Alison Shore, M.D.