

REQUEST FOR FAMILY OR MEDICAL LEAVE

Employee Notification

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

Name Tina Merritt Date 10-7-14

School Angelou Position Teacher

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 10/23/14 Expected return date 11/4/14

- 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 Tina Merritt Date 10-7-14

LEAVE APPROVAL

Principal/Designee Signature [Signature] Date 10/10/14

Superintendent Signature [Signature] Date 10/16/14

Board Secretary Signature _____ Date _____

Board President Signature _____ Date _____

Sick days - 8.5
Personal - 1.0

Parkview Orthopaedic Group, S.C.

7600 W. College Dr.
Palos Heights, IL 60463
708-361-0600
708-361-8710 F

10060 W. 191st St.
Mokena, IL 60448
708-361-0600

2201 Glenwood Ave.
Joliet, IL 60435
815-727-3030

688 Cedar Crossings Dr.
New Lenox, IL 60451
815-727-3030
815-463-8288 F

4710 W. 95th St. B1
Oak Lawn, IL 60453
708-361-0600

**Work/School Status Note**

Patient name: Tina Merritt

Date of visit: 10/15/2014

Treating provider: Kevin W. Luke MD

The patient is unable to work until 11/03/2014.

Comments:

Patient is having a knee arthroscopy on Monday, October 27th and will be unable to work until she is re-evaluated at her post-op on Monday, November 3rd. Please feel free to contact my office if any further information is needed.