

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 Quadonna Wilson Date 12-3-13
School Riley Early Childhood Position Paraprofessional one on one

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 1/17/14 Expected return date 3/3/14

- ☒ 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 Quadonna Wilson Date 12-3-13

LEAVE APPROVAL

Principal/Designee Signature [Signature] Date 12/03/13

Superintendent Signature [Signature] Date 12/4/13

Board Secretary Signature _____ Date _____

Board President Signature _____ Date _____



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Today's date: 12/2/13

Re: Quadonna Wilson

Estimated due date: 2/3/14

To Whom It May Concern:

The above-named patient is currently under our care for her pregnancy and has requested to start her maternity leave on 1/17/14. Her leave is currently estimated to last from the above date until 6-8 weeks after her actual delivery date. A return-to-work statement will be provided when she is medically cleared to resume full-time employment. Please feel free to contact our office should you have questions at 708-596-5177.

☒ Dr. Jamie Horn

☐ Dr. Bari Parks Ballard

☐ Dr. Cheryl Thompson-Cragwell

31 West 155th Street • Harvey, Illinois 60426 • Phone (708) 596-5177 • Fax (708) 339-3583

The mission of Family Christian Health Center is to provide excellent health care to the community that communicates in word and deed the love and Gospel of Jesus Christ