

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 Sharon Whitman Date 2.25.13

School Riley Pre-k Position Para-professional

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 2/25/13 Expected return date 1/1

I would like to use my sick/personal days Undetermined

I would not like to use my sick/personal days

Original request for leave

Request for extended leave

Employee Signature Madra Wheatley Date 2.25.13

LEAVE APPROVAL

Principal/Designee Signature Delmuk Wheatley Date 2/27/13

Superintendent Signature Eric S. Kelly Date _____

Board Secretary Signature _____ Date _____

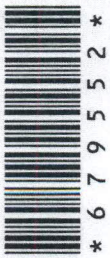
Board President Signature _____ Date _____

*Currently has 148 sick days + 2 personal days

DO NOT USE Dangerous Abbreviations

ug (mcg), u (unit), QD (daily), cc (ml), IU (International unit), QOD (every other day), SC or SQ (subQ), MS - MSO4 - MgSO4 (Morphine sulfate or Magnesium sulfate). Do not use a "trailing zero" 5.0mg, use 5mg. Do not use .25mg, add a "leading zero" 0.25mg.

Date	Time	Notes Should Be Signed by Physician
Feb 25, 2013		
		To whom It may concern:
		Ms Whitman is a patient under
		my care. She will need to be
		off of work for an undetermined
		amount of time. Please excuse her.
		She will be released when her condition
		allows.
		K. Jankare
Family Name	First Name	Room No.
Attending Physician	Hosp. No.	



Advocate South Suburban Hospital
PROGRESS NOTES

NEW 12/04

Patient Label