

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 Calvin Hoene Date 1-31-17

School Brooks Position Cost

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.

X For a serious health condition that makes me unable to perform my job. THIS CONDITION X IS IS NOT WORK RELATED.

_____ Requested intermittent or reduced leave scheduled _____

Leave to start 1/31/2017 Expected return date 3/15/2017

- _____ 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 Calvin Hoene Date 1-31-17

LEAVE APPROVAL

Principal/Designee Signature [Signature] Date Feb. 2, 2017

Superintendent Signature [Signature] Date 2/10/2017

Board Secretary Signature _____ Date _____

Board President Signature _____ Date _____

Sick - 2
Personal - .5

Primary Healthcare Associates, SC
71 West 156th Street, Suite 208
Harvey, Illinois 60426
Phone: 708-331-3748 Fax: 708-331-3605

Today's Date: January 31, 2017

Name of Patient: CALVIN HORNE 04-26-1964

The above named patient had a medical visit today.

Please take this into consideration when reviewing the time away from work.

Special Instructions:

None

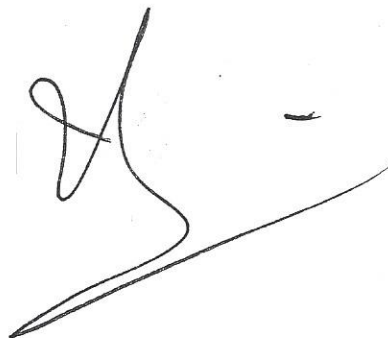
To be off the remainder of today, returning to the normal work schedule on Wednesday March 15, 2017.

To be off until the next scheduled appointment on _____.

Other _____

Sincerely,

Howard Robinson

A handwritten signature in black ink, appearing to be 'H. Robinson', written over a horizontal line.