

3<sup>rd</sup> Request

**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 Bridget Williams Date 1/29/13  
School Sandburg Position Paraprofessional  
\*\*\*\*\*

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    /    /    Expected return date 2013-14 School yr

- 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 Bridget Williams Date 1/29/13  
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**LEAVE APPROVAL**

Principal/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature [Signature] Date 1/30/13

Board Secretary Signature \_\_\_\_\_ Date \_\_\_\_\_

Board President Signature \_\_\_\_\_ Date \_\_\_\_\_

Family Christian Health Center  
31 West 155th Street  
Harvey, IL 60426

Phone: (708) 596-5177  
Fax: (708) 339-3583

January 16, 2013

**Employee:** Bridget Y Williams

**Family Christian Health Center  
31 W. 155th Street  
Harvey, IL. 60426  
(708) 596-5177  
(708) 589-2082**

To Whom It May Concern:

Bridget was seen here today. Needs to remain off work until further notice.

If you need additional information, please feel free to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to be 'Julie Austin', written in a cursive style.

Julie Austin, APRN-BC