

**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 Rosalba D. Carbajal Date 4/24/15

School Holmes Position Attendance Monitor

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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 04/27/2015 Expected return date 05/18/2015

- 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 Rosalba D. Carbajal Date 4/27/15

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**LEAVE APPROVAL**

Principal/Designee Signature Dolynn Strong Date 4/29/15

Superintendent Signature [Signature] Date 4/30/15

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

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

Sick - 33

**Medical Group**

Cardiothoracic Surgery

Evanston Hospital  
2650 Ridge Avenue  
Evanston, Illinois 60201  
www.northshore.org

Phone (847) 570-2868  
Fax (847) 733-5005

April 24, 2015

RE: Rose Carbajal, daughter of Juana D. Salas

To: Harvey Public School System  
District 152

To Whom It May Concern:

At the request of Rose Carbajal, we are writing this letter regarding Juana D. Salas.

Ms. Salas is currently hospitalized at Evanston Hospital, following surgery. Her discharge date is unknown. Her daughter, Rose Carbajal, is Ms. Salas' primary caregiver. Please direct any concerns regarding FMLA for Ms. Carbajal to our office.

Sincerely,

Paul J Pearson MD PhD  
Division Chief, Cardiovascular Surgery  
Owen L. Coon Chair of Cardiothoracic Surgery  
NorthShore University HealthSystem  
(847) 570-2868