Lexington-Fayette Urban County Government

REQUEST FOR FAMILY AND MEDICAL LEAVE

This section, consisting of twelve (12) questions, is to be fully completed by the employee who is requesting Family and Medical Leave, leaving no blanks. Please mark fields that do not apply as "N/A."

1. Employee's full name: _____ Employee #: _____

2. Employee's address: _____

3. Division/Department/Unit in which employee is regularly employed: _____

4. Employee's job title: _____

   Regular Work Hours: _____ Date of hire: _____

5. Employee is seeking Family and Medical Leave (FML) for which of the following reasons:

   ____ Birth of a child, or placement of a child with employee for adoption or foster care.
   ____ Employee's own serious health condition.
   ____ Employee is needed to care for a ____ spouse; ____ child; or ____ parent due to his/her serious health condition.
   ____ Due to a qualifying exigency arising out of the fact that the employee's ____ spouse; ____ son or daughter; or ____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
   ____ Employee is the ____ spouse; ____ son or daughter; ____ parent; or ____ next of kin of a covered service member with a serious injury or illness.

6. Patient's name (if other than employee): _____

7. Patient's relationship to employee (if not employee): _____

8. Date on which requested FML is to commence: _____

9. Date on which FML will probably end: _____

10. Date on which employee will return to work: _____

11. Intermittent? ____No ____Yes Reduced Schedule? ____No ____Yes

    Please indicate schedule request (for intermittent or reduced schedule leave): _____
    _____

12. If FML is to be taken for care of a family member or servicemember, state below the care which the employee will provide and an estimate of the time period which this care will be provided: _____
    _____
    _____

_____ _____

Employee's Signature Date

FAX COMPLETED FORMS TO HUMAN RESOURCES AT (859) 258-3956