



Human Resources  
East St. Louis School District #189

# LEAVE OF ABSENCE REQUEST FORM

PLEASE PRINT - To Be Completed by Employee

Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of Leave: From \_\_\_\_\_, To \_\_\_\_\_

\_\_\_\_ FMLA - Birth of a child and to care for the newborn, or placement of a child with the employee for adoption or foster care.

\_\_\_\_ FMLA - To care for an immediate family member (spouse, child, or employee's parent) with a serious health condition.

*NOTE: Definition of a child is 18 years or younger, or a child with a physical or mental disability that renders him/her incapable of self care. The term spouse as set forth above is marriage between a man and a woman.*

\_\_\_\_ FMLA - Due to employee's own serious health condition.

\_\_\_\_ Medical Leave of Absence - Non FMLA Leave - Due to employee's own serious health condition.

\_\_\_\_ Personal Leave of Absence

\_\_\_\_ Military Leave of Absence - Attach copy of military orders

\_\_\_\_ Sabbatical Leave of Absence - Must be approved by Committee

Each type of leave is subject to the standard policies regarding that particular type of leave, including whether such leave is paid or unpaid leave.

EMPLOYEE WILL RECEIVE OFFICIAL WRITTEN NOTIFICATION  
THAT THE LEAVE OF ABSENCE IS APPROVED OR NOT APPROVED

Is intermittent leave or a reduced work schedule requested?

\_\_\_\_ Yes (If yes, explain why it is needed and the leave schedule proposed) \_\_\_\_ No

\_\_\_\_ Intends to return to work      Will not be returning to work \_\_\_\_

Address while on Leave: \_\_\_\_\_

Telephone Number While on Leave: \_\_\_\_\_

Name of Person who Completed Form  
(If other than employee) \_\_\_\_\_

I certify that the above information is true and correct to the best of my knowledge. I understand than any misrepresentation concerning the above facts may result in dismissal.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Director/Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

EAST ST. LOUIS SCHOOL DISTRICT 189  
ATTENTION: SHARLA RANDOLPH  
HUMAN RESOURCE GENERALIST