



Family and Medical Leave Request

EMPLOYEE'S SERIOUS HEALTH CONDITION

Employer: Mat-Su Borough School District

Contact: Payroll Department

Phone: 907-761-4095

Fax: 907-761-4084

SECTION I: FOR COMPLETION BY THE EMPLOYEE

Instructions to the Employee: Please complete Section I before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825-305(b).

Employee Name:

First Middle Last

Employee Job Title: _____

Regular Work Schedule: _____

Please bring the MSBSD Job Description for your position to your health care provider for evaluation during your appointment.

SECTION II: FOR COMPLETION BY THE HEALTH CARE PROVIDER

Instructions to the Health Care Provider: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime", "unknown", or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page of Section II (page 3).

Health Care Provider's name: _____

Type of practice/ Medical Specialty: _____

Business Address: _____

Telephone: () _____

Fax: () _____

PART A: MEDICAL FACTS (SECTION II CONTINUED...)

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility? Yes No.

If so, dates of admission: _____

Date(s) you treated the patient for condition: _____

Was medication, other than over-the-counter medication prescribed? Yes No

Will the patient need to have treatment visits at least twice per year due to the condition?
 Yes No

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)? Yes No

If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? Yes No. If so, expected delivery date: _____

3. Use the information provided by the employee in their job description from their employer to answer this question. If no job description is available, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition?

Yes No

If so, identify the job functions the employee is unable to perform:

4. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? Yes No

If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? Yes No

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the hours the patient needs care on an intermittent basis, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? Yes No

Is it medically necessary for the employee to be absent from work during the flare-ups?

Yes No If so, explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

ADDITIONAL INFORMATION: Identify question number with your additional answer.

Name of Health Care Provider (printed)

Signature of Health Care Provider

Date



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SECTION III: EMPLOYEE COMPLETION DIRECTIONS AND SUPERVISOR APPROVAL

In accordance with federal and state mandated law, the Matanuska-Susitna Borough School District has instituted the ability for eligible employee's to request and take Family and Medical Leave. All documentation related to the employee's medical condition will be kept confidential and maintained in the employee's medical records file. The District may require additional information in order to process this request. If you have questions, contact Payroll.

Employee - Please bring completed form to the Payroll Department: After all information is filled out by you (employee), the physician (with signature), and this page (page 4) is signed by your supervisor/principal, bring this packet to Payroll for approval of leave request.

EMPLOYEE NAME: _____ **EMPLOYEE ID:** _____

Reason for Family/Medical Leave Request: EMPLOYEE'S SERIOUS HEALTH CONDITION

1. Begin and End Dates of Leave Request: Must be completed in order for request to be considered. (the employee shall have the responsibility to notify their Supervisor and the Payroll Department in the event any dates needed for Family Leave change.)

Begin Date: _____ End Date: _____

2. An intermittent or Reduced Leave Schedule may be requested for the serious illness of the employee or immediate family member, if medically necessary.

3. Employees must utilize all of their paid leave prior to leave without pay. Please indicate the categories of leave you plan to use while on Family and Medical Leave.

_____ Sick Leave _____ Floating Holidays _____ Leave Without Pay

_____ Personal Days _____ Sick Leave Bank

Address while on leave: _____

Phone number on leave: _____

Employee Signature

Date

Principal/Supervisor Signature

Date

Supervisory signature indicates knowledge of request. Official approval of request will come from the Human Resources Department.