

MORGAN COUNTY SCHOOLS

Request for Family Leave

Directions: Refer to the guidelines on back of form and complete the following:

Name: _____ Work Location: _____

Social Security Number: _____ Date: _____

I hereby request unpaid family leave on the following date(s):

My family leave request is for the following reason:

- _____ birth of son or daughter
- _____ adoption of son or daughter
- _____ to care for son, daughter, spouse, parent, or dependent who has a severe health condition

Employee Signature

Submit to Principal/Supervisor

Principal/Supervisor Signature

Date

Submit to Personnel Director

Approved Denied

Board of Education action if total exceeds twenty days

Approved Denied Date _____

Superintendent/Designee's Signature

Date

Copy: Employee; Principal/Supervisor; Payroll Office

FAMILY LEAVE (FL)

1. An employee may request a total of twelve weeks of unpaid FL following the exhaustion of all his or her annual and personal leave, during any twelve-month period for the following reasons:
 - Because of the birth of a son or daughter of the employee;
 - Because of the placement of a son or daughter with the employee for adoption; or
 - In order to care for the employee's son, daughter, spouse, parent or dependent who has a serious health condition.
2. In the case of a son, daughter, spouse, parent or dependent who has a serious health condition, such FL may be taken intermittently when medically necessary. The employee may take FL on a part-time basis and on a part-time leave schedule, but the period during which the number of work weeks of leave may be taken may not exceed twelve consecutive months, and such leave shall be scheduled so as not to disrupt unduly school system operations.
3. The FL request may be made by submitting the FL form to the principal/supervisor in advance of the absence. The request must be made in a timely manner to allow for the assignment of a substitute. Verification of the birth or adoption or a serious health condition must be included with the request.
4. The principal/supervisor shall verify the request/documentation and forward to the Personnel Director for action.
5. If approved, the personnel/finance office shall enter the leave on the TSSI system.

Reference: Morgan County Board of Education Policy GCBD