

Kendall County Special Education Cooperative  
Request for Leave under the Family or Medical Leave Act  
(FMLA Policy 5:185 can be found on the KCSEC website)

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

First day of employment \_\_\_\_\_ Assigned School \_\_\_\_\_

Employment Position \_\_\_\_\_

No. of work hours per week \_\_\_\_\_ No. of days per week \_\_\_\_\_

I am requesting leave under the **Family and Medical Leave Act** due to (check one):

- The birth of a child, or the placement of a child with me for adoption or foster care
- A serious health condition that makes me unable to perform the essential functions of my job
- A serious health condition affecting my  spouse,  child,  parent, for which I am needed to provide care.
- Military Family Leave Entitlements.

I am requesting this to begin on approximately \_\_\_\_\_ and  
(Date)  
expect the leave to continue until on or about \_\_\_\_\_.  
(Date)

Except as explained below, you have a right under FMLA for up to 12 weeks of unpaid leave (60 work days) in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave. (2) Other circumstances beyond your control, you will be required to reimburse Kendall County Special Ed. Coop. for its share of health insurance premiums paid on your behalf during your leave.

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

Received by the Office of Human Resources \_\_\_\_\_  
Date

- To be eligible for FMLA, an employee must have worked for at least 12 months and worked for at least 1250 hours for Kendall County Special Ed. Coop. immediately preceding the date of the commencement of the leave.
- Please note that this completed form and all supporting documentation regarding this requested leave will be placed in your personnel file.