



Human Resources
District Administrative Offices
N104W13840 Donges Bay Rd.
Germantown, WI 53022-4499
(262) 253-3915
(262) 253-3581

GERMANTOWN SCHOOL DISTRICT FAMILY AND MEDICAL LEAVE REQUEST

Employee Name

Reason and Amount of Leave Requested

Birth, adoption or as a pre-condition to adoption of employee's child for:

Number of Weeks

Number of Days

Number of Hours

Serious illnesses of employee's child, spouse or parent:

Number of Weeks

Number of Days

Number of Hours

For my own serious illness:

Number of Weeks

Number of Days

Number of Hours

Date leave will begin

Date employee will return

Notes:

1. If you are unable to return on the date noted, you must notify the employer prior to that date.
2. If your leave schedule is not yet known or other arrangements are necessary, please explain on the reverse side what must be done before your schedule can be confirmed.
3. If you are requesting intermittent leave, please attach a schedule. Leave may be taken in the smallest increment allowed by the employer for any other type of leave

Employee's Signature

Date Signed

Administrator Signature

Date Signed