

STATE OF NEVADA - FMLA LEAVE OF ABSENCE FORM

Part A. Employee Information

Employee's name: _____ Employee ID #: _____
(Last) (First) (MI)

Address: _____

Email address: _____

Class title: _____ Full-time: Part-time:

Agency name: _____ Budget acct. #: _____ Position Control #: _____

Part B. Leave Dates (Continuous or Intermittent)

Estimated leave start date: _____ Estimated date of return: _____

Leave is requested on an intermittent or reduced leave schedule. Indicate the days of the week and/or hours during the day you will be absent: _____

Anticipate using short- or long-term disability benefit during leave.

Part C. Reason for Leave

Leave for my own serious health condition (briefly describe): _____

Leave for the birth of a child or placement of a child for adoption or foster care. Indicate the expected date of birth or placement: _____ Spouse is employed by the State of Nevada: Yes No
(Date)

Leave to care for a family member with a serious health condition. Specify the family member's name and relationship to you: _____
(Name) (Relationship to you)

Leave because of a qualifying exigency arising out of the fact that your spouse / son or daughter / parent is on covered active duty or a call to covered active duty status with the Armed Forces. Specify the covered military member's name: _____

Leave to care for a spouse / son or daughter / parent / next of kin of a covered servicemember with a serious injury or illness. Specify the covered servicemember's name: _____

Current servicemember?

Part D. Documentation

Certification form is attached. (Form WH-380-E, WH-380-F, WH-384, WH-385, WH-385-V)

Documentation to establish required relationship between employee and covered individual (if applicable) attached.

(Signature of employee or designee)

(Date)

(If employee is not available to sign request, note verbal conversation above. Include date of the conversation and the signature of the person who completed the form.)