



ATLANTA PUBLIC SCHOOLS  
REQUEST FOR LEAVE OF ABSENCE FOR  
**FAMILY AND MEDICAL LEAVE REQUEST FORM**

**Employee MUST provide a minimum of 30-day advance notice when the leave is foreseeable.**

**Last Name                                      First Name                                      Middle                                      Employee Number**

**Address                                      City/State                                      Zip code**

**Position Title                                      Email Address                                      Telephone Number**

<b>I am requesting Family and Medical Leave for (check appropriate response):</b>			
<input type="checkbox"/>	<b>Personal Serious Health Condition</b>		
<input type="checkbox"/>	<b>Adoption or Foster Placement of a child</b>		
<input type="checkbox"/>	<b>Birth of a child or care for newborn</b>		
<input type="checkbox"/>	<b>Care of Family member with a serious health condition</b>		
	<b>Relationship of family member to employee:</b>	<b>Child</b>	<b>Parent</b>
<input type="checkbox"/>	<b>Qualifying exigency of covered service member</b>		
<input type="checkbox"/>	<b>Care of family member who is a covered service member with serious injury or illness</b>		

**Dates of Absence:**

**FROM:                                      TO:**

**I expect to return to work on:**

Per Board Policy, this is to certify that I have met with or have informed my immediate supervisor of my expected absence.

**Signature of Employee**

**Date**

**Please return completed request form to:**

Absence Management at: [LeaveRequests@atlanta.k12.ga.us](mailto:LeaveRequests@atlanta.k12.ga.us) **OR FAX to: (404) 802-1302**

**School Clusters** – South Atlanta, Carver Clusters, Midtown, Therrell, Washington, Douglass, North Atlanta, Jackson, and May Clusters

**Departments** - All District Offices and Operations (Facilities/Nutrition/Safety & Security/Transportation)

**District Programs** – BEST Academy, Coretta Scott King YWLA, Phoenix Academy, Hank Aaron New Beginnings Academy, & ACCA