

STATE OF NEVADA
FMLA LEAVE OF ABSENCE FORM
(May be paid or unpaid)

Part A. Employee Information

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

Address: _____

Class Title: _____ Full-Time: Part-Time:

Agency Name: _____ Budget Acct #: _____ Position Ctrl #: _____

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: _____

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.
_____ (Date) Spouse is employed by the State of Nevada: YES NO

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 to care for a qualifying exigency arising out of the fact that your spouse/ child/ parent is on covered active duty (duty during deployment to a foreign country as a member of the Armed Forces). Specify the covered active duty military member's name:
_____ (Name)

Leave to care for a spouse/ child/ parent/ next of kin who is a covered servicemember, member of the Armed Forces with a serious injury or illness that was incurred or aggravated in the line of duty on active duty or a veteran who is undergoing medical treatment for a serious injury or illness that occurred any time during the 5 years preceding the date of treatment. Specify the covered servicemember's name:
_____ (Name)

- Required certification form is attached. (Form NPD-83, WH-380-F, NPD-84, or NPD-85)
- Documentation to establish required relationship between employee and covered individual (if applicable) is 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.)