



COUNTY OF KENOSHA

Division of Personnel Services
1010 - 56th Street
Kenosha, WI 53140
(262) 653-2800
Fax: (262) 653-2491

TO: All County Employees

FROM: Diane Leiting, Assistant Personnel Director

DATE: January 1, 2012

SUBJECT: **Revised** Family and Medical Leave (including Military Family Leave) Forms

Attached please find Family and Medical Leave and Military Family Leave forms. You must complete the appropriate form when requesting leave under the County's Family and Medical Leave Policy. You may also be required to complete Family and Medical Leave forms periodically for chronic or permanent conditions.

When you wish to request leave for your serious health condition, you must initially complete and submit the Family and Medical Leave Request form to the Division of Personnel Services. You must also notify your supervisor that you have requested Family and Medical Leave. Your Health Care Provider must complete the Family and Medical Leave Physician or Practitioner Certification form. This form must be submitted to the Division of Personnel Services as soon as possible. Forms may be faxed to the following confidential fax number: (262) 653-2463.

When requesting leave to care for a child, spouse/domestic partner, parent or parent-in-law, you must initially complete and submit the Family and Medical Leave Request form to the Division of Personnel Services. You must also notify your supervisor that you have requested Family and Medical Leave. The patient's Health Care Provider must complete the Family and Medical Leave Physician or Practitioner Certification form. This form must be submitted to the Division of Personnel Services as soon as possible. Forms may be faxed to the following confidential fax number: (262) 653-2463.

You may be required to complete Federal Family and Medical Leave forms in addition to the above if your leave is anticipated to last longer than 80 hours for your own or family member's serious health condition, or six weeks for the birth or adoption of a child.

When requesting Military Family Leave, please complete the attached U.S. Wage and Hour Division Certification of Qualifying Exigency For Military Family Leave form. Submit the completed form along with the required documentation to the Division of Personnel Services as soon as possible.

The Family and Medical Leave Act provides for unpaid job protected leave for which the County may not interfere with, restrain, or deny the exercise of any rights provided to the employee under the Act. If you have any questions or concerns regarding the Family and Medical Leave Act policy or your request, please contact me at (262) 653-2569.