

Human Resources

Request for Family Medical Leave

To be completed by the employee and returned to: Blinn College Human Resources, P O BOX 6030, Bryan, TX 77805. The document can also be emailed to Nicole.jones@blinn.edu or faxed to: 979-209-7559. For questions, please call: Phone 979-209-7655

Employee Name: _____
Blinn ID: _____
Home Address: _____
City: _____ State: _____
Home / Cell Phone: _____ Office Phone: _____
Employee Email: _____
Department: _____ Job Title: _____
Supervisor/Manager: _____

Family and Medical Leave may be used for the following circumstances. Please check appropriate box:

- ☐ Birth and Care of your child or a child for whom you stand in loco parentis.*
- ☐ Adoption or Foster Care Placement of your child or a child for whom you stand in loco parentis.*
- ☐ My child is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability. Age of child: _____
- ☐ Serious Health Condition
 - ☐ My own
 - ☐ My spouse*
 - ☐ My parent*
 - ☐ My child, who is either under age 18, or age 18 or older and “incapable of self-care because of mental or physical disability. Age of child: _____
- ☐ Military Caregiver Leave*
 - ☐ I am the spouse of the Service Member
 - ☐ I am the parent of a Service Member and stand in loco parentis of the Service Member
 - ☐ I am the son or daughter of the Service Member
 - ☐ I am the Next of Kin of the Service Member
 - ☐ Military - Qualifying Exigency Leave

Dates Requested for Family Medical Leave or Military Caregiver/Qualifying Exigency Leave

Start Date: _____ End Date: _____

- ☐ My FMLA dates are unscheduled
- ☐ I am requesting Intermittent Leave due to a Serious Medical Condition for self, spouse, parent or child

Additional Information:

- A leave request based on the birth of a child, an employee’s serious health condition, or the serious health condition of an employee’s spouse, child, or parent must be accompanied by a Certification of Health Care Provider Form. Blinn College has the right to ask for second and third certifications if Blinn College has reason to doubt the validity of the certification.
- To take Military Caregiver leave it must be accompanied by the appropriate Certification Form obtained from Human Resources.

- Blinn College considers an employee’s eligibility for FMLA leave under a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

- FMLA is unpaid leave and, therefore, employees are required to use their available paid leave in conjunction with FMLA. If the employee exhausts their paid leave, then the employee will be on FMLA leave without pay status. This may affect other benefits. For more information, please contact the Benefits Coordinator at 979-830-4008.

Employee Signature: _____

Date: _____

To be completed by Patient.

I authorize my licensed practitioner to release the completed Certification of Health Care Provider form to Blinn College.

Patient Name: _____

Patient Signature: _____

Date: _____