

**Human Resources Department
FMLA Leave Application and Notice**



Amtrak policy requires that you apply for FMLA leave at least 30 days prior to the anticipated start date when the need is foreseeable. In emergency situations, notice should be given as soon as possible. Eligible employees may take up to 12 weeks of FMLA leave in any twelve month period. For agreement-covered employees, approved or designated FMLA leave will run concurrent, and not consecutively, with any paid sick leave or scheduled vacation. For management employees, approved or designated FMLA leave will run concurrent, and not consecutively, with sick leave and all vacation.

Employee Name:		Soc.Sec. No.:		Date:	
Home Street Address:					
City:				State	Zip
Home Telephone			Work Telephone:		
Job Title:			Work Schedule:		
Department:			Location:		

Reason for Leave: *Check one of the following*

- The birth of your child or the placement of a child with you for adoption or foster care.
- A serious health condition that makes you unable to perform the essential functions of your job.
- A serious health condition affecting your Spouse, Child or Parent for which you are needed to provide care.

Leave Schedule:

- Continuous Leave** (Employee needs to be absent for a continuous period of time with an agreed upon start date and return date).
Requested Start Date: _____ Return Date: _____
- Reduced Schedule** (Employee needs to be absent during specific hours or on specific day(s)).
Proposed Schedule: _____
- Intermittent Schedule** (Employee needs to be absent different times or days during the week). This schedule, while flexible, should be as specific as possible.
Estimated Schedule (describe possible schedule adjustments): _____

Employee Signature: Y	Date:
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Deliver this completed, signed form and documentation that verifies the reason for your request to your local Human Resources Office. You and your supervisor will be notified, in writing, whether your application is approved, denied or if additional information is needed within 10 business days after your application is received. If approved, you must comply with all specified terms of the leave agreement.

To be completed by employee's supervisor:

To be eligible for FMLA leave, the employee must have worked 1,250 hours over the previous 12 months. Please indicate whether or not this employee meets this requirement. (Note 1,250 hours converts to 157 work days for management employees).

- Employee does meet requirement
- Employee does NOT meet requirement

Supervisor's Signature: Y		Date:
Supervisor's Printed Name	Telephone No.	

Instructions: Complete form, print three copies and secure signature. Send one copy to Employee Services, Human Resources, retain one copy for the supervisor and one copy for the employee.