

## Grand Prairie Independent School District

### Request for Leave

Submit to: Human Capital Office, Attn: Karen Gonzalez  
karen.gonzalez@gpisd.org  
2602 South Belt Line Road, Grand Prairie, Texas 75052  
Office: 972-237-5369 Fax: 972-237-5318

#### EMPLOYEE INFORMATION:

Full Name		Personal Email Address	
<input type="text"/>		<input type="text"/>	
Address		Apt #	
<input type="text"/>		<input type="text"/>	
City	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home#	Cell#	Campus/Dept	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Job Title/Position		Supervisor's Name	
<input type="text"/>		<input type="text"/>	

#### TYPE OF LEAVE:

☐ Consecutive ☐ Intermittent

Absence start date	Number of weeks/days	Return to work date
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### REASON:

☐ Surgery ☐ Serious health condition ☐ Birth of child ☐ Adoption/Foster Care

Surgery date	Type of condition	Delivery date	Date(s) of Proceeding
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### LEAVE IS REQUESTED FOR:

☐ Self-Illness ☐ Child ☐ Spouse ☐ Parent

Name of family member

#### ELIGIBILITY:

Have you worked for Grand Prairie ISD for at least one year? ☐ Yes ☐ No  
Have you worked 1,250 hours during the previous 12 months? ☐ Yes ☐ No  
Has Medical Certification been submitted to Human Capital? ☐ Yes ☐ No  
Is this leave a result of an on-the-job injury? ☐ Yes ☐ No

#### CONSENT: Initial each box

I understand FMLA is an unpaid leave.   
I understand if I usually pay a portion of the premiums for my health insurance,  
I must continue to pay for these premiums just as I did before FMLA leave.   
I understand that I must report any changes (address/phone number) to my  
supervisor/principal and Human Capital.   
I understand the **Fitness to Return to Work** form is due prior to my return date.

**I have read the above information and will comply with the requirements of the FMLA process.**

Employee Signature	Date
<input type="text"/>	<input type="text"/>