



PAID MEDICAL LEAVE REQUEST & APPROVAL FORM

(For Non-Regular Workers Eligible for Medical Leave under Public Act 369)

Name	Datatel ID
Date(s) Leave Taken or Requested	Number of Hours
Reason for Request	
Requestor Signature	Date
Supervisor Approval	Date

PUBLIC ACT 369

For worker or family member, reasons for leave can include:

- * Physical or mental illness, injury, or health condition
- * Medical diagnosis, care or treatment
- * Preventative care
- * Domestic violence or sexual assault
- * Exposure to a communicable disease that would jeopardize the health of others

For worker, can also include:

- * The closure of employee's place of business by a public official
- * To care for a child whose school or place of care has been closed by order of a public official
- * Medical care or psychological or other counseling
- * To receive services from a victim services organization
- * To relocate
- * To obtain legal services
- * To participate in any civil or criminal proceedings related to domestic violence or sexual assault

SUPERVISORS AND DATA ENTRY OPERATORS:

Workers may not use leave time until it is earned. Therefore, they cannot carry negative balances in their leave bank or borrow against future accruals. Please check leave balances before approving and/or entering hours in Datatel.