



KP USE ONLY

KP Use Only: Your requested FMLA dates may not be approved exactly as requested. The FMLA Department follows federal guidelines when reviewing and approving all requests.

- Employee Complete all except #2 Complete ROI for caregiver request
 Family member/Caregiver complete all sections.
 Executive Staff only

1	Patient Information Must be filled out completely	Date Submitted by patient:	Date of Birth (mm/dd/yy):	Patient Health Record #:
		Patient Full Name:		Contact Telephone #: Best Time to Call:

Yes No - Is this form for the patient's employer? If yes, skip #2 and complete #3 thru 7 (if applicable)

2	Caregiver/Family Member Leave blank if request is for patient time off	Name of Caregiver/Family Member who will be providing the care:	Contact Telephone #: Best Time to Call:
		Relationship to Patient:	

3	Patient's Condition Must be filled out completely	Name of treating Clinician/MD Authorizing Time Loss:	Medical Condition:
		Initial date of Condition:	

Front Desk/Nursing Staff: ROI form also needs to be completed by the patient if FMLA is for the caregiver.

4	Work Status History Must be filled out completely	Employer Name (company that you work for):	Employee's Job Title:
			Job Functions:
			Work Schedule:

Which TYPE of FMLA? MUST complete either #5, #6, or #7 or any combination of the 3 (if applicable).

5	Intermittent Leave (2 treatment visits needed in the past 12 months to qualify: in-person, tele, video)	ESTIMATE THE NUMBER OF DAYS YOU MAY NEED FOR THIS REQUEST:	
		Total # of work absences per month _____ <input type="checkbox"/> Not Applicable	
		Start Date (mm/dd/yy): _____	
		Duration <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months	*Please note that 6 months is the longest that intermittent FMLA will be approved for.

6	Continuous Leave	Start Date: _____	Notes/Comments:
		Return to work date: _____	
		<input type="checkbox"/> Not Applicable	

7	Other Leave	<input type="checkbox"/> Reduce Daily Work Hours
		Start Date: _____ <input type="checkbox"/> Not Applicable
		Returning to regular work hours: _____ # hours per day: _____ # days per week: _____

DIRECTIONS — Is this request for treatment by a specialist/surgeon?

If **YES**, please have specialist/surgeon complete your form.

Please note that FMLA forms can take up to 15 calendar days to process.

1	Patient Information	Please fill in ALL patient information.
2	Caregiver/ Family Member Request	If you are completing this form to assist in care of the patient and you are the caregiver, please include your name, your relationship to the patient (i.e., parent, spouse, child), your telephone number along with the best time of day to call. *The patient receiving the care will also need to complete a Release of Information Form (ROI) for the caregiver.*
3	Patient's Condition	Please provide the medical condition related to this request and the date the condition or injury occurred for the first time. If the exact date cannot be remembered, give an estimated month and year. Also, provide the name of your treating clinician/doctor.
4	Work Status History	Please provide the name of the company that the patient works for. Also, include job title, job functions and work schedule. If the FMLA is for you (patient) to take time off due to your own condition, please list you employer If the FMLA is for your caregiver to care for you, please include your caregiver's employer information.

Requesting which TYPE of FMLA?

MUST complete either #5, #6, or #7 or any combination of the 3 (if applicable)

5	Intermittent Leave	Intermittent FMLA leave is often taken when an employee needs time off work for condition flare ups or treatment of their condition. Please estimate how many work absences you may need for this request. A combination of two office visits, telephone and/or video visits for patients' chronic condition is required. Emails are not accepted as visits. <i>*Please note that the authorizing Clinician/MD will only approve intermittent FMLA for up to 6 months. After 6 months, a new FMLA form must be submitted.*</i>
6	Continuous Leave	Continuous FMLA leave is defined as when an employee is absent for more than three consecutive business days and has been treated by a doctor. Please provide the start date and the through date (end date). One in-person, telephone or video visit is needed at the time of the illness. Emails are not accepted as visits.
7	Other Leave	Reduced Daily Work Hours is defined as when an employee needs to reduce the number of hours they work per day or per week, often to care for a family member or to reduce effects of their own illness.
	Comments	