

Response to Request for Leave of Absence or Accommodation

Dear _____:

You requested a Leave of Absence/Accommodation via a Request for LOA/Accommodation form completed dated

_____ for the following reason(s):

- Accommodation Request
- Personal- Medical (if not FMLA eligible)
- Personal Non-Medical
- Military
- FMLA – Please select a reason below:
 - Care of a newborn or newly adopted child, or newly placed foster child
 - Care of the staff member’s spouse, parent or child with a serious health condition
 - Staff member’s own serious health condition, which makes the staff member unable to perform his/her job
 - Exigency arising out of the fact that your spouse, child or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Other, please specify: _____

We have reviewed your request. Your request is:

- Granted
- Not granted
- Other (explain): _____

Please contact us at least 30 days in advance of your expected return date.

Thank you.

Print Name: _____ Signature: _____ Date: _____