

Employee Request for Leave Process

1. Visit the [Leave of Absence](#) web page print the appropriate [leave of absence form](#) and [medical certification form](#) as soon as you know you will be requesting leave.
2. Submit the completed leave form and medical certification form to your payroll coordinator (incomplete information may delay approval of your leave).
3. If leave is approved by County HR, you will receive a letter from your payroll coordinator notifying you of your rights and responsibilities while on leave.
4. If leave is not approved, your payroll coordinator will discuss any alternative leave options available to you.
5. While on leave, the department may request updates on your leave status periodically.
6. At least 1 week prior to your return to work, you will be required to submit a return to work note from your doctor. The note must indicate any work restrictions, or your ability to return to work without restrictions.
7. If there ARE work restrictions, notify your payroll coordinator immediately to begin the interactive process (a discussion about how your work may be impacted).