

Employee's Notification of New Child in the Family
Family and Medical Leave Act of 1993 (FMLA)

Family and Medical Leave Act Rules: New Child in the Family

The Family and Medical Leave Act guarantees each worker 12 weeks of time off per year for the birth, adoption, or placement in foster care of a child; the employee can also use the leave to care for the child during the first year. To take FMLA leave for a new child in the family, an employee must notify management within 30 days (when practicable) of the anticipated date of the birth, adoption, or foster care placement. This form may be used for that purpose.

Employee Name (Print): _____

To Supervisor:

This serves as notification under the Family and Medical Leave Act of 1993 that I expect to become the parent of a new child, by (check one):

- Birth
- Adoption
- Placement in foster care

on (approximate date): _____

Following that date I plan to take time off from work to care for my new child. I plan to return to work on (approximate dates): _____

Employee Signature and Date: _____