

**METRO NASHVILLE FMLA**  
**REQUEST FOR MILITARY CAREGIVER LEAVE**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Department: \_\_\_\_\_

1. Name of Covered Servicemember needing care: \_\_\_\_\_

2. Has the Covered Servicemember designated a specific family member to act as his/her Next of Kin? Yes \_\_\_ No \_\_\_

If Yes, please identify the designated Next of Kin: \_\_\_\_\_

3. Please check one of the following:

\_\_\_ A copy of Metro Nashville FMLA Form "Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave" is attached.

\_\_\_ A request for a fully completed Metro Nashville FMLA Form "Certification etc" has been made by the undersigned and will be forwarded to Metro promptly upon receipt.

\_\_\_ (Check One) an Invitational Travel Order \_\_\_ or Invitational Travel Authorization \_\_\_ authorizing travel by a family member or next of kin of the Covered Servicemember is attached.

4. Start Date of Anticipated Leave\*: \_\_\_\_\_ Expected Date of Return to Work\*: \_\_\_\_\_

5. Leave Will Be: Continuous \_\_\_ Intermittent \_\_\_ Reduced Schedule Leave \_\_\_\_\_

6. Type of Leave to be used (concurrently) first: Sick \_\_\_ Vacation\*\* \_\_\_ Compensatory \_\_\_

7. Spouse works for Metro? \_\_\_ Yes \_\_\_ No

I understand that failure to comply with reasonable requests from my department regarding this leave may result in denial of leave under the FMLA. \_\_\_\_\_ Initials

\*\*I currently have \_\_\_ days of accrued vacation and wish to hold back \_\_\_ vacation days from concurrent counting during my FMLA leave. (Max. of 15 days) \_\_\_\_\_ Initials.

If I seek intermittent or reduced schedule leave, I agree to consult with my supervisor in order to coordinate my leave date(s) to minimize disruption of my department's operations during my absences. \_\_\_\_\_ Initials.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Maintain original in confidential medical file and send copy to Benefit Services Department of Human Resources, 404 James Robertson Parkway, Suite 1000, Nashville, TN 37219.*