



City of Margate

COVID-19 EXPANDED FAMILY AND MEDICAL LEAVE ELECTION FORM

Name: _____ Date: _____

Dept.: _____ Position: _____

I elect to take Expanded Family and Medical Leave from _____ until _____ (maximum of twelve weeks total noting that the first 10 days are unpaid unless using emergency paid sick leave or my own accrued leave time). I certify through this request that I have not taken 12 weeks of leave under the Family Medical Leave Act over the past 12-month period. If I have taken leave in the past 12 months under the Family Medical Leave Act, I understand that only remaining leave is available for this purpose.

I certify that I am an eligible employee.

I am requesting leave under this policy because I have a qualifying need. A qualifying need means I am unable to work (including telework) due to a need to care for my son or daughter, who is under 18 years of age, and because the child's school or place of care has been closed, or the child's care provider is unavailable, due to COVID-19.

I have attached the appropriate documentation in support of my Expanded Family and Medical Leave taken to care for my child whose school or place of care is closed or child care provider is unavailable, due to COVID-19 related reasons. (This requirement may be satisfied with a notice of closure or unavailability from my child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website; published in a newspaper; or emailed to me from an employee or official of the school, place of care, or child care provider.)

This paid family medical leave shall cease beginning with my scheduled work shift immediately following the termination of the qualifying need for family medical leave identified above.

If I wish to change these elections or have any questions, I will contact the Human Resources Payroll and Benefits Division at 954-935-5345 or (954) 935-5386 as soon as practicable.

Employee signature: _____ Date: _____

City Commission

Mayor Tommy Ruzzano
Vice Mayor Arlene Schwartz
Antonio V. Arserio
Anthony Caggiano
Joanne Simone

City Manager

Cale Curtis

City Attorney

Janette M. Smith

City Clerk

Joseph J. Kavanagh