

Employee Name: _____ Date: _____

Date of Birth: _____

Date Requested: From: _____ To: _____

Reason:

Personal/Vacation

Medical

If this leave is due to a medical condition, I understand that I will be required to submit a Fitness for Duty Form completed by my physician prior to my return from leave.

Family Medical Leave/FMLA

I have been advised that my leave of absence will be without pay, however I may be required by company policy to use any available paid time off, vacation, sick or other company provided paid time during my leave.

I have been advised and understand that if I am unable to return to work by date mentioned above, Hmong Home Health Care, Inc. (the "Company") has the right in its sole discretion not to hold my job open until my return and I may either be re-employed in a different position or may lose the opportunity to continue my employment in any position if no replacement job is available or is not offered. There is no guarantee that a position will be available upon my return. I understand that the company may consider an extension of my leave as a reasonable accommodation under the Americans with Disabilities Act, if my medical condition is covered under this act.

I also understand that if I am unable to return to work by date mentioned above without any reason or prior notification, it may be deemed that I have elected to voluntary quit from my position as an employee with Hmong Home Health Care, Inc. I will not be placed in another position with the Company.

No other representations or promises regarding continued employment or job security have been made to me, as I am an AT WILL employee, free to resign at any time and capable of being terminated at any time with or without cause. I acknowledge that if I breach any of the representations contained here in above, or if my leave request is granted, but the purpose or nature of the leave was misstated, the company may discipline me up to or including immediate discharge.

Employee Signature

Date

Authorized Signature - Hmong Home Health Care, Inc.