



District of Columbia SSLA (Accrued Sick and Safe Leave) Notice Request Form

Employee Information

Employee Name:

Current Date:

Type of Leave Requested

**** An eligible employee may use paid leave for the following reasons (Select One):**

- An absence resulting from a physical or mental illness, injury, or medical condition of the employee.
- An absence resulting from obtaining professional medical diagnosis or care or preventive medical care for the employee.
- An absence for the purpose of caring for a family member who has any of the conditions or needs for diagnosis or care described in line items 1 & 2 above.
- Seeking medical attention for the employee or the employee's family member to treat or recover from physical or psychological injury or disability caused by the stalking, domestic violence, or sexual abuse.
- Obtaining services for the employee or the employee's family member from a victim services organization.
- Obtaining psychological or other counseling services for the employee or the employee's family member.
- The temporary or permanent relocation of the employee or the employee's family member.
- Taking legal action, including preparing for or participating in any criminal or civil proceeding related to or resulting from the stalking, domestic violence, or sexual abuse.
- Taking other actions that could be reasonably determined to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or the safety of those who work or associate with the employee.

Leave Details

Date of leave employee is requesting:

Hours of leave employee is requesting (during daily assigned scheduled hours):

Required Notice: An employee shall provide at least ten (10) days prior written notice to the Company of the employee's planned use of paid leave, if the employee is aware of the need to use such paid leave at least ten (10) days before the date on which the paid leave is to be used. If an employee becomes aware of the need to use paid leave less than ten (10) days before the date on which the paid leave is to be used, the employee shall provide written notice to the Company of the need to use the paid leave on the day that the employee becomes aware of the need to use the paid leave or, otherwise as early as possible. If that day is not a business day for the employer, notice shall be given on the next business day. If the need to use paid leave is not foreseeable, the employee shall make an oral request for paid leave prior to the start of the work shift for which the paid leave is requested. If an emergency prevents the employee from making prior notification to the Company of the need to use paid leave, the Company shall be notified prior to the start of the next work shift or within 24 hour of the onset of the emergency, whichever occurs sooner. An employee shall make a reasonable effort to schedule paid leave in a manner that does not unduly disrupt the operations of the Company or Company Clients. If paid leave is requested in a non-emergency situation, the employee shall consult with the Company regarding the date and time of the paid leave to be taken.
Notice of Final Rulemaking, 57 DCR 1246, Chapter 32, "Accrued Sick and Safe Leave," Title 7, Feb. 5, 2010.

**** Completion of this form does not guarantee eligibility. Please refer to the Legal E Contract Employee Handbook for more information regarding DC's SSLA Accrued Sick and Safe Leave requirements and responsibilities.**

REV 02/2015