

The City of New York
Department Citywide Administrative Services

Child Care Leave Certification under the Family and Medical Leave Act

I, _____, am the parent of a child born; or placed for
Name of Employee

adoption; or placed for foster care (circle one) on _____.
Date of Birth or Placement

Note: A copy of the birth certificate; physician's or other health care provider's letter; attorney's letter; letter from an adoption agency or the appropriate State agency; or other appropriate documentation attesting to the fact and date of birth or placement of the child must be attached. Child care leave taken under the Family and Medical Leave Act must be concluded 12 months after the birth, placement for adoption, or placement for foster care of the child.

Note: A doctor's note is required for any portion of the child care leave that is charged to sick leave, in accordance with regular sick leave documentation procedures.

Signature of Employee

Date

DP-2495 (R.6/97)