

Job Aid

Request for Leave under the Family and Medical Leave Act

Step	Action
1	<p>If you are covered by the FMLA, you may take leave under the following circumstances:</p> <ul style="list-style-type: none"> ` If you have a serious health condition; ` If you are caring for your new baby, or caring for a newly adopted or newly placed foster child; ` If you are caring for your child, spouse or parent with a serious health condition; ` If you are caring for a wounded service member or veteran; or ` If you need time away from your job to address particular circumstances arising from the deployment of a service member or a member of the armed forces.
2	There are generally many questions when it comes to taking leave under the FMLA.
3	If you need to make a request for leave under the FML, please contact your Leave Management team member at Leave.Management@state.nm.us so that we can give you information about the medical certification and other requirements that will apply to your specific leave.
4	The reason for your request and any information related to it will be kept confidential.