

MAINE FAMILY MEDICAL LEAVE ACT PROVISIONS APPLICATION FOR LEAVE OF ABSENCE

Maine Eligibility Provisions

Maine employees have rights under the Maine Family Medical Leave Act which provides for up to ten (10) weeks of unpaid leave in any two (2) year period. An employee must have been employed for twelve (12) consecutive months to be eligible for such leave that allows employees to continue group health insurance at their expense.

Employee Request: (please check the applicable box)

- Maine employees may be entitled to leave due to the serious health condition of the employee.
- Maine employees may be entitled to leave due to the birth of the employee's child, or the employee's domestic partner's child.
- Maine employees may be entitled to leave due to the placement of a child 16 years of age or less with the employee, or the employee's domestic partner, in connection with the adoption of the child by the employee, or the employee's domestic partner.
- Maine employees may be entitled to leave to care for his/her child, domestic partner's child, parent, sibling, or domestic partner with a serious health condition.

A **domestic partner** as used above means the partner of an employee who:

- Is a mentally competent adult as is the employee;
- Has been legally domiciled with the employee for at least 12 months;
- Is not legally married to or legally separated from another individual;
- Is the sole partner of the employee and expects to remain so;
- Is not a sibling of the employee; and
- Is jointly responsible with the employee for each other's common welfare as evidenced by joint living arrangements, joint financial arrangements or joint ownership of real or personal property.

A **qualified sibling** as used above means a sibling of an employee who is jointly responsible with the employee for each other's common welfare as evidenced by joint living arrangements and joint financial arrangements.

- Maine employees may be entitled to leave for the donation of an organ of that employee for a human organ transplant;
- Maine employees may be entitled to leave if he/she has a qualified sibling or domestic partner who is a covered service member.
- Maine employees may be entitled to leave in the event of the death or serious health condition of the employee's spouse, domestic partner, parent, sibling, or child while on active duty in the state military force or the U.S. armed forces, including the National Guard and reserves.
- Maine employees may be entitled to leave if the employee or employee's daughter, son, parent, spouse, domestic partner or sibling is a victim of violence, assault, sexual assaults, stalking or any act that would support an order for protection under Title 19-A, Chapter 101 for an employee to:
 1. Prepare for and attend court proceedings;
 2. Receive medical treatment or attend medical treatment for a victim who is the employee's daughter, son, parent, spouse, domestic partner or sibling; or
 3. Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

I request leave as indicated above for the following period of time:

I understand that I may be asked to provide written certification of the need for this leave.

Employee Signature

Date

Employer Review and Certification:

Based on a review of the employee's request and the relevant legal and policy provisions, this request for unpaid leave is approved.

Based on a review of the employee's request and the relevant legal and policy provisions, this request for unpaid leave is not approved for the following reason(s):

Other applicable information:

Authorized Signature

Date