

Your Paid Family and Medical Leave Application Checklist

Use this checklist to help you gather the information and take the steps you need to apply for paid leave.

FOR ALL LEAVE:

- Give your employer at least 30 days written notice, when possible, and save a copy.**
- Have Proof of ID ready.**
The state accepts many kinds of documents as proof of identity. The [full list](#) is available on the website, and includes:
 - Driver's license
 - Passport
 - Utility bill (phone, electric, etc.)
 - Paycheck or pay stub

FOR MEDICAL, FAMILY, AND MILITARY LEAVE:

- Medical leave:**
 - [Certification of Serious Health Condition](#) form or
 - Family Medical Leave Act paperwork
- Leave to care for a family member:**
 - The family member's [Certification of Serious Health Condition form](#) or
 - The family member's Family Medical Leave Act paperwork
- Military family leave:**
 - Active duty orders or other formal military documentation

FOR PARENTAL LEAVE:

- Proof of birth:**
[Certification of Birth form](#)
- Proof of adoption or foster placement:**
Court or agency documents to show foster care, adoption or guardianship placement

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Paid Family and Medical Leave is here for you when you need it most. If you have questions about how the benefit works, check out our [Benefit Guide](#). And when you're ready to apply, use this checklist to help you gather the information and take the steps you need to apply for paid leave:

FOR ALL LEAVE:

- Give your employer written notice and save a copy.**
 - If you know you'll be taking leave ahead of time, give written notice to your employer at least 30 days before leave starts.
 - If you need paid leave unexpectedly, notify your employer in writing as soon as you know you will need leave.
 - This can be an email, letter or text. Make sure to save a copy.

- Have Proof of ID ready:**

The state accepts many kinds of documents as proof of identity. The [full list](#) is available on the website, and includes:

- Driver's license
- Passport
- Utility bill (phone, electric, etc.)
- Paycheck or pay stub

You'll also need to submit specific documents when you apply, depending on the reason you are taking paid leave.

FOR MEDICAL, FAMILY, and MILITARY LEAVE:

- MEDICAL LEAVE – If you are taking leave for yourself, you'll need:**
 - [Certification of Serious Health Condition form](#) or
 - Family Medical Leave Act paperwork
- LEAVE TO CARE FOR A FAMILY MEMBER – If you are taking leave to care for a family member, you'll need:**
 - The family member's [Certification of Serious Health Condition form](#) or
 - The family members' Family Medical Leave Act paperwork
- MILITARY FAMILY LEAVE – If you are taking leave to spend time with a family member because of a military deployment or event, you'll need:**
 - Active duty orders or other formal military documentation

FOR PARENTAL LEAVE:

- Leave to bond with a new child born into your family, you'll need:**
 - Our [Certification of Birth form](#) or
 - The [Certification of Serious Health Condition form](#), IF you gave birth to a child and applied for medical leave before bonding leave, AND the form shows your child's date of birth (not due date).
- Leave to bond with a new child adopted or being fostered by your family, you'll need:**
 - Court or agency documents to show foster care, adoption or guardianship placement.