

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