

County of San Bernardino

**CHECKLIST FOR**

**EXTENDED LEAVE**

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| --- |
| *Must print in Black or Blue ink ONLY* |
| **Employee ID** | **Rcd No.** | Last Name, First Name |
|       |    |       |
| **Department** | **Department Contact**  | **Department Contact Phone Number** |
|  |  |  |

|  |
| --- |
| ***REQUIRED*** |
| [ ]  | [Leave Request for Extended Sick and Special Leave](http://countyline/Uploads/EMACS/Portal/Leave%20Request%20for%20Extended%20Sick%20and%20Special%20Leave%20-%20form.doc) | [ ]  | [Job Action Request (JAR)](http://countyline/Uploads/EMACS/Portal/Job%20Action%20Request%20%28JAR%29%20-%20form.doc) (upon employee returning from leave) |
| [ ]  | Off Work Order (OWO) (if applicable to department) |  |
|  |  |  |  |
|  |  |  |  |
| ***REQUIRED (IF APPLICABLE)*** |
| [ ]  | [Leave Integration Request](http://countyline/Uploads/EMACS/Portal/Leave%20Integration%20Request%20-%20form.doc) |  |  |
| [ ]  | [Medical Emergency Leave (MEL) Permission to](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20%28MEL%29%20Permission%20to%20Advertise%20-%20form.doc)[Advertise](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20%28MEL%29%20Permission%20to%20Advertise%20-%20form.doc) |  |
|  |  |  |
| [ ]  | [Medical Emergency Leave (MEL) Request](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20%28MEL%29%20Request%20-%20form.doc) |  |
| [ ]  | [Medical Emergency Leave (MEL) Release of](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20%28MEL%29%20Release%20of%20Medical%20Information%20-%20form.doc)[Medical Information](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20%28MEL%29%20Release%20of%20Medical%20Information%20-%20form.doc) |  |  |
|  |  |
| [ ]  | [Medical Emergency Leave (MEL) Attending Physician’s Statement](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20%28MEL%29%20Attending%20Physician%20Statement%20-%20form.doc) |  |  |
|  |  |  |
| [ ]  |  Military Orders Military Leave and Earnings Statement (current) |

***Incomplete Packets Will Be Returned***

*Distribution: EBSD-Leaves Team (0440)*