

County of San Bernardino

**CHECKLIST FOR**

**EXTENDED LEAVE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *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(JAR)%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(MEL)%20Permission%20to%20Advertise%20-%20form.doc)  [Advertise](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20(MEL)%20Permission%20to%20Advertise%20-%20form.doc) | |  |
|  | |  |  |
|  | | [Medical Emergency Leave (MEL) Request](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20(MEL)%20Request%20-%20form.doc) | |  |
|  | | [Medical Emergency Leave (MEL) Release of](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20(MEL)%20Release%20of%20Medical%20Information%20-%20form.doc)  [Medical Information](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20(MEL)%20Release%20of%20Medical%20Information%20-%20form.doc) | |  |  |
|  | |  |
|  | | [Medical Emergency Leave (MEL) Attending Physician’s Statement](http://countyline/Uploads/EMACS/Portal/Medical%20Emergency%20Leave%20(MEL)%20Attending%20Physician%20Statement%20-%20form.doc) | |  |  |
|  | |  |  |
|  | Military Orders  Military Leave and Earnings Statement (current) | | |

***Incomplete Packets Will Be Returned***

*Distribution: EBSD-Leaves Team (0440)*