

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-XXXXX

May 6, 2021

MEMORANDUM FOR RECORD

SUBJECT: Request to Invoke Family Medical Leave Act (FMLA) rights for Paid Parental Leave

1. I, (Employee's name), choose to invoke my FMLA rights in order to use the paid parental leave for bonding with my newborn child.
2. Please contact the undersigned at (enter phone and email address) with any questions.

(Employee signature block and signature)