



# Requesting a Leave of Absence?

1. **Download FMLA, Child Care, or Military leave of absence forms** and instructions at [ess.nychhc.org](https://ess.nychhc.org).
2. **Submit completed forms with all required documents** to your HRSS Leave Administrator. Leave Administrator contact information is listed on [ess.nychhc.org](https://ess.nychhc.org).
3. **You will receive a response within 5 days.**