

## Family Medical Leave Act Request for Medical, Sick Family, or Parental Leave of Absence

**EMPLOYEE INFORMATION:**

Employee Name	Personnel Number	Preferred Telephone Number (optional)
University	Preferred E-mail Address (optional)	

**INSTRUCTIONS**

Complete this form to request an absence in accordance with the Family and Medical Leave Act (FMLA). Your FMLA/HR Coordinator will determine eligibility. Supporting documentation is required within 15 calendar days. FMLA/Extended Leave absence cannot be used for approved work-related injuries. Reference the *Notice to Employees* for additional information. **Changes to leave elections must be made on a subsequent Request for Medical or Family Leave Absence form and will be applied to absences prospectively.**

**REASON FOR ABSENCE (check one)**

- My Own Serious Health Condition (*Employee Serious Health Condition Certification* will be required)
- To Care for a Family Member (*Family Member Serious Health Condition Certification* will be required)
- |                       |              |                 |
|-----------------------|--------------|-----------------|
| Name of Family Member | Relationship | Age (if child)* |
|-----------------------|--------------|-----------------|
- \*NOTE: For child 18 years or older, the *Adult Child Certification of Disability* is required
- For the Birth, Adoption, or Foster Care Placement (proof of birth, adoption, or foster care placement is required)

**AMOUNT OF LEAVE NEEDED (check all that apply; use estimated dates if actual dates are unknown)**

- Full-time absence from \_\_\_\_\_ through \_\_\_\_\_
- Intermittent absences from \_\_\_\_\_ through \_\_\_\_\_  
*(sporadic absences, may be unpredictable in nature)*
- Reduced-time absences from \_\_\_\_\_ through \_\_\_\_\_  
*(set, recurring absence, e.g., work 4 hours per day or off every Monday  
For reduced-time absences due to the birth, adoption, or foster care placement of a child, approval will be consistent with operational needs; please discuss the work times with your supervisor prior to request.)*
- Proposed Reduced-time Schedule: \_\_\_\_\_

**LEAVE ELECTIONS (check all that apply)**

The use of all applicable accrued (actual) sick leave is mandatory and automatically applied (unless you elect to save up to 10 days) for absence reasons that sick leave is ordinarily used before any other optional paid absence type is applied. For full-time absences, leave will be applied in the order listed below (accrued then anticipated) unless you provide other instructions in the order field or space provided below.

**Accrued (Actual) Leave**

- | Use                                 | Order  |  |
|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> | <u>1</u>   | Sick or Sick Family\Additional Sick Family |
| <input type="checkbox"/>            | _____  | Personal                                   |
| <input type="checkbox"/>            | _____  | Annual                                     |
| <input type="checkbox"/>            | _____  | Deferred Holiday                           |
| <input type="checkbox"/>            | _____  | Compensatory                               |
| <input type="checkbox"/>            | Please save ___ accrued/actual sick days (10 days max) |  |

**Anticipated Leave\*\***

- | Use                      | Order                 |                     |
|--------------------------|-----------------------|---------------------|
| <input type="checkbox"/> | _____                 | Sick or Sick Family |
| <input type="checkbox"/> | _____                 | Annual              |
| <input type="checkbox"/> | _____                 | Personal            |
| <input type="checkbox"/> | Special Instructions: |                     |

**If no leave election boxes are checked, unpaid leave will automatically be applied after all applicable sick leave is exhausted.**

- Unpaid Leave

\*\* NOTE: If you elect anticipated leave and then commence unpaid FMLA/Extended Leave Absence, it will result in a negative anticipated leave quota. Additionally, if you separate from employment, it will result in a debt that will need to be recouped.

**ACKNOWLEDGEMENT - I have read and understand the information and leave elections on this form.**

Signature	Date
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**RETRUN COMPLETED FORM TO**

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