

Family Medical Leave Act - Nonrepresented Request for Family and Medical Leave Absence

EMPLOYEE INFORMATION:

Employee Name	Personnel Number	Home Telephone Number (optional)
University	Work Location	
Supervisor's Name	Timekeeper's Name (optional)	

REQUEST INFORMATION:

I am requesting an Absence in accordance with the Family and Medical Leave Act (FMLA). I understand that I will need to provide a completed *Serious Health Condition Certification* form within 15 days to support a request for medical reasons or proof of the child's birth, adoption, or foster care placement for parental reasons. Upon receipt of a completed *Serious Health Condition Certification* form, the request will be reviewed for approval within five business days.

1. This request is for absence due to the following FMLA event:

- My Own Serious Health Condition
- The Serious Health Condition of a Qualifying Family Member

Name of Family Member	Relationship	Age
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- Parental (absence for childrearing as a result of childbirth, adoption, or foster care placement)

2. Is this your first request for this FMLA event? Yes No

3. I anticipate being absent from work during the following time period due to this FMLA event:

- | | | | | | | | | |
|--|-----------|---------|---------|-----------|--|-----------|----|---------|
| <p>Full-Time Absence</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">From Date</td> <td style="text-align: center; padding: 0 10px;">to</td> <td style="border: 1px solid black; padding: 2px;">To Date</td> </tr> </table> | From Date | to | To Date | OR | <p>Intermittent or Reduced-Time Absence*</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">From Date</td> <td style="text-align: center; padding: 0 10px;">to</td> <td style="border: 1px solid black; padding: 2px;">To Date</td> </tr> </table> | From Date | to | To Date |
| From Date | to | To Date | | | | | | |
| From Date | to | To Date | | | | | | |
- For requests for intermittent/reduced-time, what is the estimated frequency of absences and duration of each episode?

* For parental events, approval will be consistent with operational requirements; please discuss the work times with your supervisor.

4. I am electing to use the following paid absence types, if they are available. **Check all that apply.** Absence types requested to be used will be applied in the order below (accrued leave first) unless another order is requested in the "Comments" section below.

- Accrued Sick (or Sick Family for a family member)
- Accrued Annual
- Accrued Personal
- Anticipated Sick
- Anticipated Annual
- Anticipated Personal

After using paid leave as indicated above, unpaid FMLA Absence will automatically be applied.

Comments:

SIGNATURE: I have read and understand my leave elections above.

Signature	Date of Request
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Return completed form to: [NAME], HR Office,
[ADDRESS]
Phone: **Fax:** **Email:** _____