FMLA/FACULTY SERIOUS AND DISABILITY ILLNESS LEAVE
QUICK REFERENCE GUIDE FOR 9/10 MONTH FACULTY

Family and Medical Leave Act (FMLA)

Provides 12 workweeks of paid or unpaid leave during a 12-month period for (1) birth of a child/care for newborn child/placement of a child for adoption or foster care; (2) care of a child, spouse or parent who has a serious health condition; (3) for the employee’s own serious health condition; (4) qualifying exigency leave for active duty service; or (5) military caregiver leave (26 workweeks over a 12-month period).

Application/Approval Process

- Employee provides notice to supervisor and Human Resources the intention to take leave under FMLA policy
- Employee submits completed FMLA leave application/doctor’s certification to Human Resources
- Human Resources provides notice in writing that leave requested is/is not designated as FMLA leave

Policy Benefits

- Provides employment protection/security
- Provides unpaid leave for non-leave earning employees

Faculty Serious Illness and Disability Leave

Provides a minimum of 60 days up to a maximum of one academic semester of paid or unpaid leave for 1) birth of a child/care for newborn child/placement of a child for adoption or foster care; (2) care of a child, spouse or parent who has a serious health condition; or (3) for the employee’s own serious health condition

Application/Approval Process

- Employee requests the leave in writing to the Department Chair with a copy to Human Resources. The doctor’s certification should be attached to the copy of the letter submitted to Human Resources.
- The Department Chair makes a recommendation to the Provost/Vice Chancellor to approve/disapprove the request.
- The Provost/Vice Chancellor will provide written notification to the Department Chair of faculty member of the decision.
- A faculty member may appeal to the Chancellor if leave is denied.

Policy Benefits

- Provides employment protection/security
- Provides paid or unpaid leave for non-leave earning employees

Other Related Policy (Family Illness Leave)

Provides extended leave for up to an additional 52 weeks to care for a child, spouse or parent who has a serious health condition.