

College of Arts & Sciences

LONG-TERM SICK LEAVE USAGE FORM

Faculty requesting Family Medical Leave (FML) approval from Human Resources and using sick leave accrual balances or parental leave should submit this form to A&S Resources & Planning when their request for FML is sent to HR.

This allows the Department/School and the College to have knowledge of the time period to plan for the leave. When request for adjunct contract or overloads to cover courses for the individual are sent to the College, they can be processed timely knowing these details. In the case of intermittent leave or a partial work schedule, details can be finalized with the College to optimize schedules and duties for faculty.

No medical information should be sent with the form. All medical information is only to be shared with Human Resources per HIPPA regulations.

Name of Faculty Member _____

Beginning date of sick leave _____

Date of expected return to work _____

Has the request for FML been sent to Human Resources? YES NO

Will parental leave be used? YES NO

Intermittent sick leave? YES NO (Attach Statement of Work)

NOTE: If approved by Human Resources, FML and sick leave will likely run concurrently.

Endorsed by: _____
Department Chair/Director Date

Signature: _____
Dean or designee Date

Internal use only: _____

Sick leave available balance _____ hours

Usage with this request _____ hours

Remaining Balance _____ hours