

The Family Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave during any 12-month period for certain qualifying reasons.

If you wish to request a leave of absence that may qualify under the Family Medical Leave Act (FMLA), you should do the following:

1. Read the University's policy on FMLA Leaves of Absences to familiarize yourself with your rights under FMLA.
2. Read the FMLA General Announcement and Claim Submission Check List, these documents explain the step by step procedures to apply for a FMLA Leave of Absence as well as definitions of the terms that may help you determine whether or not you are eligible to take a FMLA leave or whether your absence will qualify as a FMLA leave.

Once you are familiar with the procedures for applying for a FMLA Leave of Absence, you should submit the necessary forms to the Benefits Office.

Please direct any questions or concerns to:

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