

**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 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 procedure 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 FMLA leave.**

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

**Please direct any questions or concerns to:**

Cristina O'Connor

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