** Family & Medical Leave Guidance**

College of Agricultural and Life Sciences

The following is an outline for employees of the University of Wisconsin-Madison, College of Agricultural and Life Sciences on how to request a family or medical leave, which may include leave under the federal Family and Medical Leave Act (FMLA) and/or the Wisconsin Family and Medical Leave Act (WFMLA).

Eligible University of Wisconsin-Madison employees have a right under the federal FMLA for up to 12 weeks of unpaid, job protected leave in each calendar year (January 1-December 31) for qualifying reasons. The accompanying **Notice of Employee Rights and Responsibilities** has more detail about leave entitlement, eligibility, and qualifying medical conditions.

# Requesting a Leave

A [**Family &** **Medical Leave Request form**](https://hr.cals.wisc.edu/templates-forms/forms-and-documents/#medical-leave-fmla)is required for all family or medical leaves of more than five business days in length which may include leave under FMLA or WFMLA. This form should be completed and submitted to CALS HR as soon as possible (please see [contact information](#_CALS_Human_Resources) at the bottom of this document), once you know you will need to request leave. Please note that the form includes anticipated dates for the leave. The final approval of the leave dates will depend on the information from the treating specialist. You will also need to mark if you anticipate using paid leave or unpaid leave. Please see below for [more information on leave usage](#_Leave_Types_and).

A [**Medical Certification form**](https://hr.cals.wisc.edu/templates-forms/forms-and-documents/#medical-leave-fmla) needs to be completed by the treating specialist for most medical leaves. The only exception is for a standard maternity/paternity leave. Confidential medical information should only be sent to your assigned Divisional Disability Representative (DDR) in CALS HR and not to anyone in your unit.

A **Certification of Qualifying Exigency for Military Family Leave** is required for leaves relating to military service. This form also requires a copy of the orders, or other documentation from the military certifying that the military member is on covered active duty.

A **Leave Without Pay request form** is required if you are unable to, or choose not to, use paid time during your leave.

# Leave Choices

You may use paid leave for which you are eligible, or you may use leave without pay to cover your leave. You will need to contact your supervisor to inform them of the type of leave you wish to use, or contact your departmental or divisional payroll specialist for specific information about your leave balances. If you leave your position and have used more vacation than you have earned, you are required to reimburse the university for excess paid leave used.

Choosing to take leave without pay may affect your benefits, including health insurance and allocation of paid leave. Please contact the Office of Human Resources – Benefits Services (phone: 608-262-5650, e-mail: [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)) to discuss payment of premiums and any other questions related to your benefits and allocation of paid leave.

Note: If you are University staff, using leave without pay that counts toward the six-month medical leave without pay maximum provision in the administrative code.

# Leave Types and Usage

There are three types of leave usage during a family or medical leave: continuous, intermittent, and/or reduced work schedule. Employees are responsible for leave entry while on FMLA unless assistance is requested.

Continuous leave means you are working no hours. You are unable to work. If on continuous leave, you should not be logging any hours.

Intermittent leave means sporadic or irregular leave. Frequency (see examples below) and duration (make sure a start and end date are listed on your request) need to be explained. Examples would be:

* Up to X hours/episode or X days/episode for treatment
* Up to X times/week or X times/month for medical condition (i.e., migraines, etc.)

Reduced work schedule means you are not able to work the full percentage of your position.

Examples would be:

* You normally work 100% time. After surgery/treatment/procedure, you need to ease back into the workforce by working 50% per week for two weeks. The other 50% would be FMLA/medical leave.
* After the birth of a child, you want continuous leave (see above) for 6-weeks, work 25% for two weeks, work 50% for two weeks, work 75% for two weeks, and then return to work full-time.

\*You may use one, two, or all three types of leave within a request, depending on your situation and when the medical certification paperwork supports your request.

# Leave Approval

Your CALS DDR will review your eligibility and the medical certification forms to determine if your family or medical leave request is approved. You will receive written notice of the approval or denial of your leave from your DDR.

If your leave is not approved under FMLA or WFMLA, your memo will outline other options available under UW policy and procedure.

# Return to Work

When your leave is due to your own serious health condition, you will need to **provide written verification** from your treating specialist that you are able to return. This notice should also indicate any work restrictions, including the duration of those restrictions. Please note this is not required for a birth, unless you are planning to return prior to 6-weeks postpartum.

# Assistance with Leave Questions

Please collaborate with you supervisor when requesting leave to ensure the unit’s business needs are also met during your leave.

Academic Staff, University Staff, student assistants, and post-doctoral questions regarding leave should be directed to [calshr.ddrs@cals.wisc.edu](mailto:calshr.ddrs@cals.wisc.edu)

Faculty questions regarding leave should be directed to [todd.schry@wisc.edu](mailto:todd.schry@wisc.edu).

If needed, CALS has a Payroll Specialist that can assist with planning and forecasting out your leave.

Please reach out to [calshr.ddrs@cals.wisc.edu](mailto:calshr.ddrs@cals.wisc.edu) (or [todd.schry@wisc.edu](mailto:todd.schry@wisc.edu) for faculty) to start the dialogue for your plans and determine if the Payroll Specialist is needed to assist.

# CALS Human Resources Contact Information

Fax: 608-262-6716

Email: [calshr.ddrs@cals.wisc.edu](mailto:calshr.ddrs@cals.wisc.edu) / [todd.schry@wisc.edu](mailto:todd.schry@wisc.edu) (faculty)

Website: <https://hr.cals.wisc.edu/>