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**Family & Medical Leave Procedures**

College of Agricultural and Life Sciences

The following is an outline for employees of the University of Wisconsin College of Agricultural and Life Sciences of how to request a family or medical leave, which may include leave under the federal Family and Medical Leave Act (FMLA) or the Wisconsin Family and Medical Leave Act (WFMLA). 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** is requested for all family or medical leaves of more than 5 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, 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.

A **Medical Certification form** will need 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** will be 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 will be 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 her/him of the type of leave you wish to use, or contact your unit payroll specialist for specific information about your leave balances. In the event that you leave your position and have used more vacation than you have earned, you will be 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. I encourage you to contact the Office of Human Resources – Benefits Services (phone (608) 262-5650, e-mail benefits@ohr.wisc.edu) to discuss payment of premiums and any other questions related to your benefits and allocation of paid leave. If you are University staff, when you use leave without pay, it counts under the up to six-month medical leave without pay provision in the administrative code.

**Leave Approval**

Your CALS DDR will review your eligibility and the medical certification forms to determine if your family or medical leave request can be 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.

**Assistance with your leave questions**

Please work with you supervisor when requesting leave in order to ensure the units business needs are also met during your leave. Questions regarding the leave should be directed to either your unit’s human resources or payroll and benefits staff or the CALS HR Manager serving as your DDR contact. If you have a questions that involves confidential medical information, please contact your CALS DDR.