

Employee's Family / Medical Leave Request Checklist

Required: you may not be absent from work without approval from your department.

- You must submit a written, signed, and dated request for leave to your supervisor, cc your departmental Human Resources representative, indicating:
 - 1) That you are requesting a family / medical leave,
 - 2) The dates you anticipate being absent from work and the date you intend to return to work,
 - 3) Be clear with your department how you are requesting that time and attendance be submitted in order to secure income if your leave is approved (e.g., sick leave, unpaid leave, etc.), and
 - 4) If requesting an intermittent leave, the work schedule you propose.
- If you medically require accommodations in order to perform the essential functions of your job it is your responsibility to work with University's Accessible Workplace Office to secure those accommodations.
- You must provide your departmental Human Resources representative a completed Certification of Health Care Provider (HCP) form corresponding to the purpose for your leave (eg, Employee's Serious Health Condition, Family Member's Serious Health Condition, etc.) Certification of Health Care Provider forms are available at the Human Resources Employee Service Center (325 Whitmore Admin. Bldg.) and on-line at www.umass.edu/humres. If your leave is due to the birth of your child you may provide a medical note indicating the child's expected date of delivery in lieu of a Certification form. If your leave is due adoption or placement of a child in your foster care please provide corresponding legal documentation indicating the date of adoption or placement.

Voluntary: If you do not have enough accrued time to secure your income while on an approved leave you may complete and submit a completed Sick Leave Bank application to Human Resources (or AFSCME Extension of Sick Leave application). This is not applicable for work-related illness or injury that may be covered under Workers Compensation.

Required:

- If requesting an extension of your leave – follow steps above, submitting the required documents for receipt at two weeks prior to the expiration of your currently approved leave.
- During your leave you must remain in contact with the University regarding your intention to return to your University position and any changes in your anticipated return to work date.
- Prior* to returning to your job you must provide your departmental human resources representative a written medical document releasing you to return to work and perform the essential functions of your job. If accommodations are required it is your responsibility to secure those accommodations through the University's Accessible Workplace Office prior to your return.

- Note:**
- If you are on approved, *unpaid* leave for two or more full payperiods and you purchase insurance through the MA Group Insurance Commission (GIC), the GIC will invoice you at home for your insurance premiums. Timely payment is required in order to secure continued coverage. If you are on an unapproved leave the Massachusetts Group Insurance Commission will invoice you for 100% of the health insurance premium.
 - If you are on parental leave and wish to add your child(ren) to your insurance coverages you must complete the necessary paperwork with Human Resources (HR Service Center, room 325 Whitmore Administration Building) within thirty (30) days of the child(ren)'s date of birth or adoption.

Protections under the federal Family Medical Leave Act (FMLA) run concurrent with approved time off for qualifying circumstances.