Step 1: Initiate the Request for Leave of Absence:

**Employee Action:**
An extended sick leave of absence must be requested and approved through the Dean and Provost. A written request (which includes details such as effective dates and estimated date of return) should be initiated by the faculty member, approved by the Department Head, and submitted to the Dean. The request is then submitted for Provost approval (pending FMLA certification—see step 3 below). If needed, the Department Head can initiate the request for this leave on the faculty member’s behalf. This same request process is required for all medical leaves, regardless of whether or not the leave qualifies as FMLA.

**Departmental Action:**
The following documents should be provided to the employee in response to the initial request for sick leave:
- Acknowledgement letter (sample attached) with HR forms listed below
  - Certification of Health Care Provider (CHCP) form (include deadline for return)
  - Notification of University Expectations and Employee Obligations form
  - Provisional designation of FMLA
- Submit FMLA request form to Gloria Woods, LRPD, ML#166, Fax 556-5262
  - Designate Provisional Status
  - The date the acknowledgement letter and forms above were given to the employee should be used as the “Date letter sent to employee provisionally designating leave as FMLA”.

These forms can be found on the HR Benefits website at: [http://www.uc.edu/hr/benefits/leaves_of_absence.html](http://www.uc.edu/hr/benefits/leaves_of_absence.html)

Step 2: AAUP Faculty Sick Leave Bank:

**Employee Action:**
In some cases, the faculty member may need to borrow from the AAUP Faculty Sick Leave Bank if their individual sick leave balance is not sufficient to cover the period of the leave. The request to borrow the specific number of sick days needed from the AAUP Sick Leave Bank should be included in the initial letter requesting the leave. Contact Jeri Smith of the A&S Business Office at 556-5854 if assistance is needed in determining the amount of days to borrow.

Step 3: Initiate the FMLA Application Process:

**Employee Action:**
Simultaneous with Steps 1 & 2, the faculty member should initiate the FMLA medical leave process.
- The employee should have the “Certification of Health Care Provider” (CHCP) form completed and signed by their physician per instructions on top of the form.
- The physician submits the completed CHCP form to the University Health Services (instructions and addresses are included on the form)
- University Health Services reviews the CHCP and sends a FMLA Review form to Labor Relations.
A copy of the Medical Review Form will be forwarded to the A&S Business Office, Mail Location #0367 (fax: 556-0142) from Labor Relations so the FMLA and Medical Leave can be coordinated and processed in the HR system.

**College Business Office Action:**
- The following documents should be provided to the employee as soon as the Medical Review Form has been received from UHS:
  - Written notification that the leave has been approved to be designated as FMLA.
  - Employer Response to Employee (US Dept of Labor federal form)
- Send an Approved Family Medical Leave of Absence Form to Labor Relations, ML #0166 or Fax 556-5262

For additional (and more detailed) information, please refer to the Benefits website below or call Labor Relations at 556-6951.

http://www.uc.edu/hr/benefits/leaves_of_absence.html

**Step 4: Request Extension of Leave (if necessary)**

**Employee Action:**
If an extension of the medical leave is necessary, the same process described above will need to be initiated for the new period of absence. If the 12 weeks of FMLA have been exhausted, only steps 1 and 2 above are needed.

**College Business Office Action:**
Once the request for extension has been approved by the Provost’s Office, submit a PCR to change the status of the current leave as appropriate.

**Step 5: Returning to Work:**

**Employee Action:**
Prior to returning to work, the faculty member must go to the University Health Services (513-556-2564) with a medical statement from their physician that states the date that they are able to return to work. This statement should indicate if there are any restrictions on their return. University Health Services will conduct a fitness-for-duty evaluation and provide the required certificate of approval to return to work with or without restrictions.

**Department Action:**
At the end of the approved leave period, the department should
- Inform the A&S Business Office or the A&S Dean’s Office of the faculty member’s return date.
- Forward a copy of the UHS certificate of approval to return to work form to the A&S Business Office (ML# 367 or fax 556-0142).

**College Business Office Action:**
Submit PCR to return the employee from leave.
ACKNOWLEDGEMENT LETTER (SAMPLE)

FACULTY

This is to acknowledge your request for leave for the period of _________ to _________. Please be advised that, contingent upon certification of a Family Medical Leave qualifying condition, we will provisionally run FML concurrent to your leave for this period.

The following documents are attached:

- Certification of Health Care Provider -- Deadline for return: 15 days from receipt
- Notification of University Expectations and Employee Obligations -- This document is intended to be comprehensive to cover all employees. Some items may not be applicable to your specific employee group.
- A&S Medical Leave Request Process -- This document provides the steps necessary to comply with both university and federal leave policies and procedures

For FMLA questions:

Labor Relations & Policy Development
(513) 556-6951

A&S College Business Office
(513) 556-5855 (main office)

For Benefit and/or UC Leave questions:

Human Resources Service Center
(513) 556-6381

Cc: A&S Business Office