PROCEDURE

Effective Date: July 1, 2010
Approved By: Director, Human Resources

Authority: POL-U5410.03
Taking Family or Medical Leave

Cancels:
See Also: PRO-U5410.03A Requesting Family or Medical Leave
FAQs Taking Family Or Medical Leave
FAQs Domestic Violence Leave for Victims and Family Members

PRO-U5410.03B REPORTING INTERMITTENT FAMILY OR MEDICAL LEAVE

Action by: Employee with need for medical leave

1. Receives approval for medical/family leave from Human Resources. (See Requesting Family or Medical Leave PRO-U5410.03A.)

2. Reviews documentation provided by Human Resources and Special Leave Request form for approved leave details and parameters.

3. Completes Section 3 of Department Leave Request Form for each FMLA related absence (regardless of leave accrual balances).

3a. If department does not use Department Leave Request esign forms for tracking leave use, contacts HR for individualized procedure.

4. Forwards form to Supervisor/Time Approver.

Supervisor/Time Approver

5. Approves form and routes based on Routing Instructions on form and established procedure for department.

6. Forwards completed form to HR.Disability@wwu.edu.

7. Maintains strict confidentiality of time requested and employee’s medical leave status.

Employee

8. Notifies Human Resources of any changes in medical condition or frequency/duration of leave needed as result of medical condition.