

WARTBURG COLLEGE
Request for Leave under Family (9.30) and
Medical Leave (9.10) Act of 1993

Employee Name _____

Address during leave _____

Phone number _____

Requesting leave for:

_____ Birth of child born on (date) _____

_____ Placement of child for adoption or foster care in my home on (date) _____

_____ Care of seriously ill spouse, dependent child, or parent*

_____ My own serious illness*

From _____ To _____ (maximum of 12 weeks)

Signature of employee

Date

Signature of department head/chair

Date

*Requests for leave for an employee's serious illness or for the care of a seriously ill spouse, dependent child, or parent may require physician's verification.

Return completed form to Human Resources, Luther Hall 203.



Human Resources use only:

Last day worked _____ Sick leave _____ Paid Time Off _____

Sick Leave bank _____ Short term disability _____ Unpaid Leave _____



WARTBURG COLLEGE
Family Medical Leave Program (FMLA)

In accordance with federal guidelines, Wartburg College provides up to 12 weeks of leave for family/medical leave situations. The faculty may use accrued medical leave and personal days plus short-term disability to remain in pay status. Staff members may use accrued "paid time off", banked sick leave, and short-term disability to stay in pay status. Employees must use paid leaves prior to being granted unpaid leave.

Eligibility for Faculty, Administrative, and Support Staff who have:

- Completed one year of service with Wartburg College
- Worked at least 1,250 hours during the preceding year

Covered Situations:

- Birth of a child
- Placement of a child for adoption or foster care
- Care for a dependent child, spouse or parent with serious health condition
- Serious health condition of an employee such as hospitalization, pregnancy or continuing treatment for a chronic, serious health condition

Benefits:

- Up to 12 weeks of leave (total of 12 weeks for husband and wife who both work at Wartburg College) based on a rolling year
- Health benefits on the same basis as if working
- Same or equivalent position upon return to work

Application Deadline: 30 days prior to the leave, if the need is foreseeable

Process:

- Consult with supervisor about leave and work schedule
- Consult with HR concerning paid and unpaid leave options
- Complete FMLA request form
- Complete Short Term Disability form, if anticipated leave is more than 30 calendar days

Further information is available in the Faculty and Staff Handbooks, or from the Human Resources office in Luther Hall 203.