

**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\*

\_\_\_\_\_ Care of a service member (spouse, child, parent, or next of kin) with a serious injury or illness

\_\_\_\_\_ A qualifying exigency arising when a family member (spouse, son, daughter, or parent) is serving on active military duty or has been notified of an impending call to active duty

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.**

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Human Resources use only:

Last day worked \_\_\_\_\_ Sick leave \_\_\_\_\_ Paid Time Off \_\_\_\_\_

Sick Leave bank \_\_\_\_\_ Short term disability \_\_\_\_\_ Unpaid Leave \_\_\_\_\_

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**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, as outlined in the [Faculty Handbook](#). 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
- Care of a military service member (spouse, child, parent, or next of kin) with a serious injury or illness
- A qualifying exigency arising when a family member (spouse, child, or parent) is serving on active military duty or has been notified of an impending call to active duty

**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
- Up to 26 weeks of leave for care of a military service member, 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
- 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.

Complete policy information is available in the [Faculty](#) and [Staff Handbooks](#), or from the Human Resources office in Luther Hall 203.