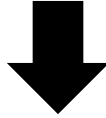


Process for Requesting a Leave of Absence (No PA)

Human Resources (HR)

The employee will access the Leave of Absence Request form online (HR Website). The form will have to be downloaded, completed and saved, then emailed to his/her supervisor as an attachment for processing. When the request is for medical reasons, the employee should provide his/her supervisor with a doctor's note advising the possible duration of the leave. The supervisor will sign/date and save the form, then send it to HR as an attachment. Electronic Signatures are accepted.

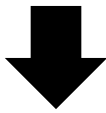
The Leave of Absence Request form is available at
<https://www.southalabama.edu/departments/financialaffairs/hr/forms.html>



The supervisor will review, sign and date the completed leave of absence request form. (Electronic signatures are accepted). The supervisor or employee will then email the request form to the HR contact person's email address listed on the form. No PA needed. The supervisor may keep copy for his/her records. If it is a request for medical leave, and a doctor's note isn't available, please still forward the form to HR. HR will request the needed supporting documentation.

Once the form has been submitted to HR the supervisor is to assume the employee is on leave and applicable payroll codes will be used. If the employee doesn't qualify or does not comply with the FML requirements HR will advise the supervisor the leave is denied and will provide possible options.

Note: A request for a personal leave of absence will require a written statement from the employee. Approval for a personal leave of absence is at the discretion of the department. Supervisors will have to make sure the department head is aware of the request and approves it. Personal leaves of absence require the supervisor's and department head's approval. The supervisor's signature on the leave of absence request form will indicate all other required approvers have been informed and will be their official approval of the personal leave of absence.

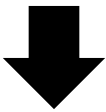


Once the form has been received HR will determine eligibility, issue an eligibility letter and send the Medical Certification or notification of the need for additional documentation directly to the employee.

Note: For FML requests, HR is required to give the employee 15 calendar days to return the complete Medical Certification. If not received within 15 days, HR will send a notice of cancellation allowing an additional 7 calendar days to submit the completed Medical Certification.

HR will enter record in BANNER and send electronic copy of approved leave of absence request form to the Payroll office.

Note: If the employee doesn't qualify or does not comply with the FML requirements HR will advise the supervisor the leave is denied and will provide possible options. HR will also notify the employee the leave is denied.



Once the completed Medical Certification is received and approved the employee will receive an official approval letter that will include the approved beginning and end date. It is the employee's responsibility to contact his/her supervisor at least two weeks prior to the end of the approved leave with notification of the need to renew the leave or his/her intent to return to work. If a renewal of leave is needed the supervisor will issue a new Leave of Absence Request form on behalf of the employee and email the completed form to HR.

Note: If the employee is taking a leave for his/her own serious health condition, the University requires a fitness-for-duty certificate (doctor's note) prior to reinstatement. As soon as the supervisor has received the fitness-for-duty certificate the supervisor must email a copy to HR. On the expected return to work day, HR will contact the supervisor