PROCEDURE

Effective Date: July 1, 2010

Authority: POL-U5410.03

Approved By: Director, Human Resources

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.

**Action:**

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.