

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:

Action:

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.

