

**Employee Instructions:** It is your responsibility to ensure this form is submitted 30 days in advance of your expected leave date. Complete your portion of this form, then meet with your direct supervisor for them to complete their portion. Provide a copy of your leave record with this form if applicable. The required forms to support this request, must be faxed to HR Benefits at 603-862-5159, within 15 days from submitting this request. Forms and additional information are located at [www.unh.edu/hr/leave-of-absence](http://www.unh.edu/hr/leave-of-absence)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Employee ID# \_\_\_\_\_ Department \_\_\_\_\_ Job Title \_\_\_\_\_

Leave Reason – Please check all that apply	Instructions
<input type="checkbox"/> Medical – for your own medical condition <i>Is medical leave due to the birth of your child?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Submit Health Certification “Form A” to HR Benefits
<input type="checkbox"/> Medical - due to your work-related injury (Workers’ Compensation)	Confirm that your WC medical report is on file with HR
<input type="checkbox"/> Care for an immediate family member with a serious health condition <input type="checkbox"/> spouse <input type="checkbox"/> child <input type="checkbox"/> parent	Submit Health Certification “Form B” to HR Benefits
<input type="checkbox"/> Parental (Bonding) Leave – care for a child within the first 12 months of life or first 12 months of foster care/adoption placement	Provide birth certificate/hospital birth record or copy of foster care/adoption placement record
<input type="checkbox"/> Personal Leave (if none of the above apply)	Contact your HR Partner
<input type="checkbox"/> Military Leave - for self or family member	Contact HR Benefits

Expected Dates of Leave: **Expected dates must be entered and it is understood that these dates could change.**

I request a consecutive leave beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ and I expect to return \_\_\_\_/\_\_\_\_/\_\_\_\_

I request an intermittent leave beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ and I expect it to end \_\_\_\_/\_\_\_\_/\_\_\_\_

**Employee Acknowledgement:** I understand that this form is a request for a leave of absence and not an approval. I will receive notice from the HR Department regarding the approval of this request including any rights I may have under the federal Family & Medical Leave Act (FMLA). I understand that if I do not provide the required documentation to support this request in a timely manner it may result in loss of some or all of my leave benefits.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Supervisor Instructions:** Complete the bottom part of this form entirely. Include a copy of the employee’s current leave record with this form (if applicable). Be sure the employee understands where they can locate additional information. Once this form is completed, with appropriate signatures, you need to provide a copy to the employee & email a copy to your BSC Director & to HR Benefits at [hr.benefits@unh.edu](mailto:hr.benefits@unh.edu)

**Supervisor Acknowledgement:** By signing below you are acknowledging receipt of this request. The HR Benefits Department will notify the employee of approval and provide information of any benefits available under the federal Family and Medical Leave Act (FMLA) if applicable. You will be copied on all correspondence.

Supervisor/Chair Name \_\_\_\_\_

Supervisor/Chair Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Faculty Only – Dean’s Signature</b>	
Dean Name _____	
Dean Signature _____	Date ____/____/____