

When a faculty member finds it necessary to take Family and Medical Leave, the faculty member must notify the department chair of their intention to request paid leave and complete a Request for Leave of Absence Form on the University's Human Resources website under Leave Management. The Leave Management Administrator will work with the faculty member to obtain any necessary medical or other documentation to determine eligibility for job-protected leave under the Federal Family and Medical Leave Act (FMLA) and consideration of paid leave under this policy. See link below for the Leave Request Form.

https://hr.appstate.edu/leave_request_form

The Request for Leave of Absence form shall state the reason for the request and the expected length of time (not to exceed one semester) the absence or reduced workload is expected to last. The request for leave should be submitted at least sixty (60) days in advance of the leave or as soon as practicable after the need for the leave is foreseeable.

Any information obtained by the Leave Management Administrator related to the faculty member's eligibility will be maintained confidentially in the Leave Management Office.

Upon verification of the faculty member's eligibility for an FMLA job protected leave of absence and consideration for leave with pay under this policy, the Leave Management Administrator will inform the department chair of the faculty member's eligibility.

Following confirmation of the faculty member's eligibility, the department chair will discuss the request with the dean, who will in turn notify the provost and executive vice chancellor what is requested and what is recommended.

The provost and executive vice chancellor will make the final decision regarding any requests for leave with pay and will so notify the faculty member in writing.

Should you need additional information please contact Carolyn Bosley, Leave Management Administrator, at 828-262-6488 or bosleycm@appstate.edu.