

FAMILY AND MEDICAL LEAVE ACT (FMLA) EMPLOYEE REQUEST FORM

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with normal call-in procedures.

Employee Name: _____ UNM ID: _____
 Department: _____ Job Title: _____

Eligibility: Date of Hire with UNM: _____ Full Time Equivalency (i.e. 1.0 or Full time; .75; .5; .25): _____
 Do you work for more than one DEPT? YES NO *If yes-where/what position:* _____

Employment: Within the last 7 years, I have worked at least a total of 12 months at UNM¹: YES NO
 In the past 12 months, I have worked² at least 1,250 hours at UNM: YES NO
 (To calculate: FTE x 2,080 hours in a year = generally the number of hours worked- see Footnotes)

Have you previously taken FMLA leave with UNM? YES NO *If yes-dates of Previous FMLA:* _____ to _____

Reason for Requested Leave (*certification and/or documentation may be required*) **(Check one):**

- Birth of your child and the care of such newborn child **Expected Delivery Date:** _____
- Placement of a child with you for adoption or foster care **Date of Placement:** _____
- Your own serious health condition (including pregnancy and prenatal care)
- A serious health condition affecting your: Spouse/Domestic Partner Parent Grandchildren Sibling Child
(A child age 18 or under, or a child over age 18 with a disability where the child is unable to perform the activities of daily living without assistance).
Name: _____

- Qualifying exigency (necessity to address personal issues) due to the military active duty status or call to active duty status of a: Spouse Son/daughter Parent
- You are caring for a: Spouse Son/Daughter Parent Next of kin who is a covered service member with a serious injury or illness obtained in the line of duty.

Type of Leave Requested: Continuous Intermittent Reduced Hours

Would you like to take the leave: **Concurrently** with *sick/annual leave (**circle one or both**) OR **Unpaid FMLA?**
 *You must have sick and/or annual leave available to take FML concurrently with these types of leave.

Expected Leave Dates: **Begin date:** _____ **End date:** _____

Below, please describe the intermittent/reduced, flexible work schedule request in detail and/or describe any workplace accommodations requested. *If you meet the work requirements to be eligible for FMLA, you will be required to provide medical or qualifying exigency certification. Forms may be found at <http://hr.unm.edu/benefits/fmla.php>.*

Benefits: While on FMLA, UNM continues to pay the employer portion of health benefits. The employee is responsible for continued payment of the employee portion of the premium. While on continuous UNPAID FMLA, employee has the option to cancel their benefits via MYUNM. Employee has a 31 calendar day window to cancel and re-enroll (*for coverage*) under an FMLA qualifying event. For employees who cancel their benefits while on FMLA, employee may wait to re-enroll during next open enrollment; however coverage will not be effective until July 1st.

I have reviewed this document and verify that the information provided or attached is correct. I have read and understand the UAP #3440 FML policy. <http://policy.unm.edu/university-policies/3000/3440.html>

Employee Signature: _____ Date: _____

Please submit request to your supervisor.

¹ Includes all UNM employment such as temporary, on-call, staff, student, faculty, including paid/unpaid leaves
² Do not include any paid or unpaid leave (i.e., Holidays, Winter Break, Annual/Sick, prior FMLA leave within last 12 months) since they are not considered work hours.
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