Employee Leave Request Form

Complete this form for Family Medical Leave or Extended Medical Leave. If applying for Family Medical Leave you must also provide the U.S. Department of Labor form (4 pages).

The completed form should be returned to:

Campus Mail: Human Resources – Leaves AC 708
Fax: Human Resources – Leaves (859) 572-6998

Employee Information

Employee #: ______________________________
Employee Name: ______________________________
Department: ______________________________
Supervisor Name: ______________________________ Phone #: ______________________________
Time Administrator Name: ______________________________ Phone #: ______________________________

Reason for Leave:

☐ Self – Serious health condition
☐ Birth or first year care of a child
☐ Placement of a child for adoption/foster care
☐ Care of a spouse, child, parent, or other party with a serious health condition
☐ Military Orders
☐ Personal

If the leave is to care for a family member, please mark the relationship of that person to you:

☐ Spouse (husband/wife) by law
☐ Child (someone for whom you have primary care)
☐ Parent (not parent in-law)
☐ Other relative (please specify): ______________________________

Dates

Last day to be worked: ______________________________ Leave begin date: ______________________________
Estimated return to work: ______________________________

Signatures

Supervisor Signature ______________________________ Date ________________

Employee Signature ______________________________ Date ________________

I understand that by signing this form I am authorizing a designated NKU human resources professional to contact any health care provider to verify and/or clarify the information and to confirm return to work documents, if needed. I understand that if I do not agree to this authorization, my FML leave request could be delayed or denied.

I understand that if all or a portion of my leave is unpaid, I am responsible for payment of my portion of my benefit costs for this unpaid period.

An employee who fraudulently obtains FML will be subject to disciplinary action, up to and including termination.

Revised 10/13/16