







Shared Leave Process and Timelines





A Guide for the Requesting Employee

- ✓ Read the University's **Shared Leave Policy**
- ✓ Conduct a self-assessment by evaluating your **eligibility** for Shared Leave:
 - Do you have (or are caring for a family member who has) a serious, extreme, or life-threatening illness, injury, impairment or physical or mental condition, which makes you unable to perform your regular work duties?
 - Has the above condition caused, or is it likely to cause you to take leave without pay or terminate employment (because you are out of leave or will be out of leave)?
 - Do you have six (6) months of continuous service (with the State of Kansas)?
 - Do you have a satisfactory attendance record?
 - Have you had a satisfactory performance evaluation or an evaluation rating of at least "meets expectations" (for university support staff)?
 - Have you contacted Human Resources about Family Medical Leave Act (FMLA) eligibility?
- ✓ Obtain a copy of the [Shared Leave Request Form](#)
- ✓ Complete Part I of the Shared Leave Request Form
- ✓ Forward the Shared Leave Request Form to a Health Care Provider (HCP) to complete Part II
- ✓ Submit the Shared Leave Request Form (*if* Part I and Part II have been completed) to Human Resources

Requests received by HR **before 5 PM Thursday**, will be reviewed by the Shared Leave Committee () and a determination rendered () by 5 PM Friday the following week (see below)

WEEK #	SUN	MON	TUES	WED	THUR	FRI	SAT
Week 1							
Week 2						<input checked="" type="checkbox"/>	

Requests received by HR **after 5 PM Thursday**, will be reviewed by the Shared Leave Committee () and a determination rendered () by 5 PM Friday in two (2) weeks (see below)

WEEK #	SUN	MON	TUES	WED	THUR	FRI	SAT
Week 1							
Week 2							
Week 3						<input checked="" type="checkbox"/>	

If you have questions about Shared Leave, please contact Human Resources at 785-864-4946.