



Family and Medical Leave Act (FMLA) Employee Request Form

To request leave under the Family and Medical Leave Act (FMLA), please complete the following request form and submit to the HR Leave Administration Department at leaves@ku.edu or 785-864-7402. Requests should be submitted at least 30 days in advance of the anticipated need for leave when foreseeable. If the need for leave is unforeseeable, please submit this form as soon as practicable.

Employee's Name		Employee ID #
Job Title	Department	Work Phone #
Work Email Address	Personal Email Address	Home/Cell Phone #
Standard Work Schedule (Days/Hours)	Immediate Supervisor	Supervisor Phone #
Requested Leave Start Date:		Estimated End Date:

Reason for Leave of Absence

☐	Birth of a child - Maternity
☐	Birth of a child – Bonding Only
☐	Placement of a child (Adoption/Foster)
☐	Your own serious health condition
☐	You are needed to care for your family member due to a serious health condition. Your family member is your: ☐ Spouse ☐ Parent ☐ Child under age 18 ☐ Child 18 or older & incapable of selfcare
☐	A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active-duty status. Your family member on covered active duty is your: ☐ Spouse ☐ Parent ☐ Child of any age
☐	You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's: ☐ Spouse ☐ Parent ☐ Child ☐ Next of Kin

Time off work is expected to be (select the most appropriate box)

☐	For a continuous block of time (several continuous days, weeks, or months off work).
☐	On an intermittent basis (periodic time off that is not usually expected to occur on the same days or at the same times from week to week. Examples include absences for flare-ups of a medical condition and/or ongoing medical treatment or appointments.)
☐	Both Continuous and Intermittent leave will be needed.

FMLA is generally an unpaid leave entitlement. Pursuant to University policy, employees are required to use all applicable accrued paid leave, including Paid Parental Leave (if eligible), Sick Leave, and Vacation Leave, before taking leave without pay for an FMLA-qualifying absence.

Paid Parental Leave Request

Complete this section only if you are requesting leave related to the birth, adoption, or foster placement of a child.

Paid Parental Leave (PPL) is a paid benefit that may be available to eligible employees during an approved FMLA leave. Eligibility for PPL is determined separately from FMLA eligibility and is subject to the University's Paid Parental Leave Policy. To be eligible for PPL, employees must generally be benefits-eligible, hold a regular appointment of 48% FTE or greater, and have completed at least twelve (12) continuous months of State of Kansas/University employment prior to the start of the leave. Additional eligibility requirements apply.

Are you requesting Paid Parental Leave (PPL)? ☐ Yes ☐ No

Qualifying Event

☐ Birth of a Child

☐ Adoption of a Child (Age 6 or Younger)

☐ Foster Care Placement

Estimated Date of Birth/Placement:

Date Leave is Expected to Begin:

Caregiver Designation – Please indicate your anticipated caregiver designation.

☐ Primary Caregiver (up to 8 weeks of pay)

☐ Secondary Caregiver (Up to 4 weeks of pay)

Note: If only one parent is employed by the University, the employee will automatically be designated as the **Primary Caregiver** for Paid Parental Leave purposes.

If both parents are employed by the University:

Other Parent's Name:

Department:

Additional information about employee FMLA rights and responsibilities will be provided to you in writing within five business days after receipt of this notice (unless already provided).

Determination of eligibility for leave under the FMLA, and/or additional documentation or clarification of documentation, may be required prior to making a final FMLA determination to approve or deny an FMLA leave request. Employees requesting Paid Parental Leave (PPL) will also be evaluated for eligibility under the University's Paid Parental Leave Policy. FMLA serves as the leave entitlement and job-protected leave of absence, while PPL provides an approved pay benefit during a portion of that leave. Although FMLA leave and PPL generally run concurrently, eligibility for each program is determined separately and may require additional documentation. For any questions, please contact the HR Leave Administration Department at leaves@ku.edu or (785) 864-7402.

Employee Signature:

Date: