

Steps to Apply for a Medical Leave

If you are the employee:

- Review the Family and Medical Leave (FMLA) Policy requirements
- Complete the application for Family or Medical Leave
 - 30 days prior to a foreseeable leave such as a birth, adoption or planned medical treatment
 - If not foreseeable, notice must be given as soon as practical
- Submit the application to your supervisor for signature
- Submit the Certification of Health Care Provider to your health care provider for completion and return within 15 days of your request.
- If you have Disability Insurance, complete a disability claim form and submit the original to HR
- If you are unable to return to work, you must notify your supervisor within two weeks of the expected due date. The Leave Coordinator may require further medical documentation.
- If you wish to take more than 12 weeks allowed under FMLA regulations, you may make a request to your department for a personal leave of absence. A personal leave is granted at the discretion of the departmental.
- For further questions or clarifications, contact the Leave Coordinator at 404-413-3314, or the Benefits main line at 3-3330.

If you are the supervisor or authorized department representative:

- Secure at least two authorized signatures and submit the employee's application (***this serves as the official request***) by confidential fax or mail to the Leave Coordinator.
 - Fax: 404-413-3324
 - Mail: Benefits / Human Resources PO Box 3982, Atlanta, GA 30302
 - In person: Benefits / Human Resources, 3rd Floor, One Park Place S.
- Retain a copy for departmental files
 - This may not include any medical documentation – (medical information may not be housed in departmental files.
 - All medical documentation must be forwarded to HR for review and processing.
- If the department grants a personal leave of absence beyond the 12 weeks allowed under FMLA regulations, then an E-PAF is submitted for authorization.
- On the employee's first day back to work, an email from the authorized department representative is required: corrinsorteberg@gsu.edu
 - The supervisor and/or all authorized officials may be copied on this email
 - ***It will serve as the official notice*** to return the employee to duty and add the employee to the payroll if on leave without pay.
- For further questions or clarifications, contact the Leave Coordinator at 404-413-3314, or the Benefits main line at 3-3330.