

FACULTY SERIOUS ILLNESS & DISABILITY LEAVE (FMLA/FSIDL)

University policy does not provide a sick or annual leave allowance for Multi-Year Contract Faculty. However, should a Faculty member be absent due to a serious health condition or family leave under the Family and Medical Leave Act (FMLA), he/she may request paid leave pursuant to UNCOSA's Medical Leave Policy. Visiting faculty and guest faculty are not eligible for this benefit.

Questions regarding leave benefits should be referred to the Benefits Coordinator in Human Resources.

POLICY

- *UNCOSA Faculty Manual, Sick Leave (8.2.2.1.1)*
<http://www.uncsa.edu/vcprovost/FacultyManual.pdf>
- *UNCOSA Medical Leave Policy #618*
<http://policy.uncsa.edu/2011/06/09/medical-leave-policy-618/>

FORMS

- *Request for EPA Action Form 101 (101)*
<http://www.uncsa.edu/humanresources/forms/EPA101.pdf>

PROCEDURE TO REQUEST LEAVE

1.	Faculty Member	Sends written request for leave to dean
2.	School/Division	Completes the 101 and submits for approval. The "Action Requested" field should indicate "FMLA Begin" and all required attachments including the written notice from the Faculty Member must be attached. Paid or unpaid status should be indicated on the form as well.
3.	Human Resources	Returns a signed copy of the 101 to the originator.
4.	Human Resources	The Benefits Coordinator will contact the faculty member and send them the appropriate forms upon receipt of the 101

PROCEDURE TO END LEAVE

1.	Faculty Member	Sends written notification of intent to return to work to dean
2.	School/Division	Completes the 101 and submits for approval. The "Action Requested" field should indicate "FMLA End" and all required attachments including the written notice from the Faculty Member must be attached.
3.	Human Resources	Returns a signed copy of the 101 to the originator.