Leave of Absence [1]

Help employees get extended time off.

This transaction allows you to put an employee on leave, whether it’s sabbatical, paid leave or a short-work break. This is also the form you will use to return someone from leave status.

Step-by-Step: Putting an Employee on Leave [2]

Quick Reference Guide: View Completed ePAR Transactions and Track their Status [3]


Job Aid: Parental Leave [5]

Family Medical Leave Act

The Family Medical Leave Act of 1993 (FMLA) is a federal statute that provides job protection for employees for the following reasons:

- the birth of a child and care of a newborn child
- the placement and care of a child for adoption/foster care
- a serious health condition of an employee’s spouse, child or parent
- an employee’s own serious health condition

_Campus human resource offices assist departments and employees regarding all family medical leave requests, communications and actions._

_Faculty and university staff (formerly exempt professionals) should contact their campus human resources office for assistance with family medical leave._

For _classified staff_, state personnel rules apply. Employees or departments should contact the human resources office on their campus for assistance with family medical leave. Please refer to _Your Rights and Responsibilities under Family/Medical Leave_ [6] for state FMLA information.

**Groups audience:**

HCM Community