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. You'll also use this transaction to return someone from leave status.

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

Step-by-Step: Approving Transactions [3]

Job Aid: Parental Leave [4]

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* [5] for state FMLA information.

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