

**Instructions for Section I**

Human Resources is responsible for handling requests for Family Medical Leave under [PER 4.17](#) and the [Federal Family and Medical Leave Act of 1993 \(FMLA\)](#). Please fully answer each item in Section I, then have your supervisor and department head sign the acknowledgement portion. Following completion of Section I, submit the form to your healthcare provider to complete Section II. Forward completed forms and attachments to Human Resources, 1980 Arthur Street, Louisville, Kentucky 40208-2770, e-mail to [leaveadm@louisville.edu](mailto:leaveadm@louisville.edu) or fax to (502) 852-2019.

FMLA permits an employer to require that you submit a timely, complete and sufficient medical certification to support a request for family medical leave due to your own serious health condition. Failure to provide a complete and sufficient medical certification will result in a denial of your request. **Requests for information must be fulfilled within fifteen (15) calendar days.**

**Section I: For Completion by Employee**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home/Mobile Phone: \_\_\_\_\_

UofL ID#: \_\_\_\_\_ Department: \_\_\_\_\_

Name of Department Timekeeper/UBM: \_\_\_\_\_

I am applying for FML for my own serious health condition for the following leave type:

Intermittent Leave:

Continuous Leave:

Reduced Work Schedule:

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

I have read and understand the **Request Guidance** document which includes information of my rights and responsibilities:

Yes

No

**DEPARTMENT ACKNOWLEDGEMENT**

I acknowledge that this employee has notified me that they are seeking approval of FML with Human Resources.

Supervisor Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE AUTHORIZATION**

I give UofL permission to explore necessary information from my department and/or health care provider in order to process this request, and acknowledge that such communication is job-related and consistent with business necessity. I understand that all information obtained during this process will be maintained and used in accordance with confidentiality requirements.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions for Section II**

Your patient has requested leave under the FMLA. Please fully answer each applicable item in this section. The employee should provide you with a copy of their job functions. Several questions seek a response as to the frequency or duration of a condition, treatment, etc.; your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Please limit responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, genetic services, or the manifestation of disease or disorder in the employee’s family members. Forward completed forms and attachments to Human Resources, 1980 Arthur Street, Louisville, Kentucky 40208-2770, e-mail to [leaveadm@louisville.edu](mailto:leaveadm@louisville.edu) or fax to 502-852-2019.

**Section II: For Completion by Healthcare Provider**

Healthcare Provider’s Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Type of practice/medical specialty: \_\_\_\_\_

**Patient Medical Facts**

Employee (Patient) Name: \_\_\_\_\_

Date condition commenced: \_\_\_\_\_ Probable duration of condition: \_\_\_\_\_

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

Yes No

If yes, dates of admission: \_\_\_\_\_

Date(s) you treated the patient for condition: \_\_\_\_\_

Will the patient need to have treatment visits at least twice per year due to the condition? Yes No

Was medication, other than over-the-counter medication, prescribed? Yes No

Was the patient referred to other health care provider(s) for evaluation or treatment? Yes No

If yes, state the nature of such treatments and expected duration of treatment:

Is the medical condition pregnancy? Yes (Expected Delivery Date: \_\_\_\_\_) No

Is the employee unable to perform any of his/her job functions due to the condition? Yes No

If yes, state the job functions the employee is unable to perform:

**Amount of Leave Needed**

1) Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery?

Yes No

If yes, estimate the beginning and ending dates of incapacity: \_\_\_\_\_ through \_\_\_\_\_

2) Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition?

Yes No

If yes, are the treatments/reduced number of hours of work medically necessary?

Yes No

Estimate the treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any:

\_\_\_\_\_ hour(s) per day; \_\_\_\_\_ days per week from \_\_\_\_\_ through \_\_\_\_\_

3) Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions?

Yes No

Is it medically necessary for employee to be absent from work during flare-ups?

Yes No

If yes, please explain:

\_\_\_\_\_

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months:

Frequency: \_\_\_\_\_ time(s) per \_\_\_\_\_ week(s) \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hour(s) or \_\_\_\_\_ day(s) per episode

Any additional information:

Signature of Health Care Provider: \_\_\_\_\_ Date: \_\_\_\_\_

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For University Use Only: Date Form Received: \_\_\_\_\_ Signature: \_\_\_\_\_