PROCESSING MEDICAL LEAVE REQUESTS FOR FACULTY

1. Faculty member completes Section I of the FML request form, found at:
   https://louisville.edu/provost/faculty-personnel/leaves-and-absences.

2. Faculty member obtains department chair's signature where requested on Section I of the form, and forwards this page (1 page) to the department's faculty affairs office.

3. Section II is completed by faculty member's health care provider and faxed/e-mailed directly to the Provost's Office of Faculty Affairs. Instructions, including fax number and e-mail address, are included at the top of the form.

4. When the Provost's Office of Faculty Affairs receives Section II from the health care provider, they will notify the school's faculty affairs office of the request, specifying the dates listed on the medical form. This information will then be shared with the department triptych staff. If the dates match the faculty member's request, department faculty affairs will prepare and submit Section I and a completed P-103 to the school's faculty affairs office for processing on to the Provost's Office of Faculty Affairs. If the dates do not match, the department will contact the faculty member to clarify the dates for the requested leave. Once clarified, the department forwards completed P-103 and Section I to the school's faculty affairs office for processing on to the Provost's Office of Faculty Affairs.

5. The Provost's Office of Faculty Affairs will process the leave only upon receipt of BOTH Section I and Section II. At this time the action will then be added to the monthly personnel report.

6. Once the leave is approved, the Provost's Office of Faculty Affairs will notify the faculty member and the faculty affairs school contact by e-mail, which will then be forwarded on to the department triptych staff. Federal law requires a response to FML requests within 5 working days after both Section I and Section II are received in the Provost's Office of Faculty Affairs.

More information about Leaves and Absences is available at:

https://louisville.edu/provost/faculty-personnel/leaves-and-absences

or contacting the Office of Faculty Affair's and Advancement.