

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 unit's faculty affairs office.
3. Section II is completed by faculty member's health care provider and faxed/e-mailed directly to the Director of Faculty Affairs. Instructions, including fax number and e-mail address, are included at the top of the form.
4. When the Director of Faculty Affairs receives Section II from the health care provider, she notifies the unit faculty affairs office of the request, specifying the dates listed on the medical form. If the dates match the faculty member's request, unit faculty affairs will prepare and submit Section I and a completed P-103 to Provost's Office of Faculty Affairs. If the dates do not match, the unit will contact the faculty member to clarify the dates for the requested leave. Once clarified, the unit forwards completed P-103 and Section I to the Director of Faculty Affairs.
5. Only upon receipt of BOTH Section I and Section II will the leave be processed, and 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 unit contact by e-mail. 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 by calling the Provost's Office of Faculty Affairs at 502-852-5722.