**Leave of Absence (LOA) Process**

The University, as an employer, is responsible for complying with all Federal, State and local regulations and university policies. As such, we are obligated to determine an employee’s eligibility for Family Medical Leave Act (FMLA) leaves. All medical leave types include those related to the care of the employee, the employee’s family including same-sex domestic partner.

The employee or supervisor is responsible for reporting any ***medical leave*** of absences to the HWCOM-HR Department. Reporting a medical leave of absence (LOA) on a timely basis is imperative as the university must subscribes to Federal Regulations. The employee is required to submit his/her request for LOA 30 days in advance, whenever possible. The leave must be reported if it consists of the following: leave of four (4) or more consecutive days, intermittent leave or reduced schedule.

**Leave Process**

**Employee:**

1. Complete the Leave of Absence Request form PantherSoft/Employee SelfServe/Employee Resources/Form/Benefits/Leave Request

2. Print out and have the supervisor sign the LOA Request form to acknowledging the leave of absence

a. Dean’s and Provost’s signatures are required for Faculty members only.

b. Submit the LOA Request form to HWCOM-HR Department (comhr@fiu.edu)

3. The submittal of the LOA request form will trigger Central HR to generate and provide the necessary medical documentations and forms to the employee requesting the leave.

4. Once the required documents are received from the employee, a final designation (FMLA, non- FMLA, Medical etc.) letter is issued by Central HR.

**Supervisor/Department HR Liaison:**

The supervisor/department is responsible for submitting the signed LOA Request form to HWCOM-HR Department. If the employee is unable to submit the form, the supervisor is responsible for submitting the form on behalf of the employee (located on PantherSoft: Manager SelfServe/Employee Resources/Form/Benefits/Leave Request). Any medical documentation given to the department must be sent to Central HR. This documentation must not be kept by the department. If an employee is out on a medical leave of absence, and ***whose accruals at the time of the leave are*** ***few to none,*** in addition to the submittal of the LOA Request form to HWCOM-HR Department, an urgent email notification should also be directed to Central HR at hrleaves@fiu.edu (faculty and admin/staff) and copy HWCOM-HR Department (comhr@fiu.edu).

**Timecard Entry (PantherSoft)**

1. The employee or department must enter leave hours in the employee’s timecard until Central HR has finalized and formally designated the leave in writing (notification is sent via email and postal mail).

2. Once the leave has been formally designated, Central HR will then commence entering leave hours in the employee’s timecard. Exceptions will be when leaves are designated “intermittent.”

3. The department will still be responsible for approving any leave time entered by Central HR in the employee’s timecard.

**Return to Work:**

An employee out on a medical leave due to their own condition (including employees who are out for four (4) or more days), **is required to provide a medical release** (*no more than five days or less than one* *day* prior to returning to work). If the employee does not provide this medical release, the employee is not allowed to return to work until the form is received in Central HR. After this, Central HR will notify the department via email, of the employee’s ability to return to work.