



Division of Human Resources  
**FMLA Information for Employees**

**Providing Notice for FMLA Leave**

When a qualifying situation and the need for leave is foreseeable, an employee must request FMLA leave 30 days in advance of the anticipated start date of the leave. This notice period allows the employee's department to make appropriate arrangements to ensure the continuance of academic or business operations.

When a 30 day notice of the need for leave is not possible, depending on the specific circumstances, the employee must



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Required documentation for FMLA leave due to qualifying exigencies may include a copy of the covered military