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Leaves of absence requested and granted for professional/academic reasons are considered equivalent to a full year of service. It is the responsibility of the applicant, by agreement with the department/unit chair or director, to provide data for performance consistent with the purpose of the leave.

Does this absence qualify as a serious health condition under the Family and Medical Leave Act (FMLA)?
In the affirmative or negative sure of the answer, check the [Human Resources Attendance & Leave Website](#) for FMLA general information.
† Yes † No

If “yes,” please complete and attach the FMLA Certification Form and the Certification of Health Care Provider for a Serious Health Condition Definitions, both found on the site listed above.

If the basis of this leave qualifies as a serious health condition under the FMLA, the University intends to treat the absence as a part of your FMLA entitlement.

SIGNATURE OF APPLICANT

Forwarding Address:

PART (To be completed by applicant’s department/unit chair or director)

1. If the leave is for professional/academic purposes, please provide a statement regarding the value of the requested leave to (a) the professional/academic development of the applicant; and (b) the department/unit and the university.

2. If this leave is granted to a tenure-earning but non-tenured faculty member, will the leave period count as part of time earned toward tenure? (Refer to UFF CBA, Article 17.4)

†Yes †No

3. With tenure clock extension, semester/year materials will be submitted: _____

4. Faculty member will notify USF of intent to return by (date): _____

PART III