

## Non-FMLA Leave of Absence Request Form

Employee should complete Part I, sign and submit to Supervisor. If Supervisor approves, the form should be returned to Human Resources for processing. Human Resources will further facilitate the approval and notification process. Requests for leaves of absence should be made at least 30 days in advance whenever possible. Staff and Faculty members should read the appropriate leave of absence policies prior to completing the Leave of Absence Request Form.

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### Part I - To be completed by Employee

Employee Name (please print): \_\_\_\_\_ Hire Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Faculty  Staff Title: \_\_\_\_\_ Department: \_\_\_\_\_

### Type of Leave:

- Military Leave (verification from appropriate military authority must accompany this form)
  - Military Service
  - Reservist and National Guard Annual Training (full-time employees, up to ten University workdays in a calendar year, see policy for pay provisions)
- Personal Leave (full and part-time regular employees, up to 30 days, unpaid)
  - Reason: \_\_\_\_\_
- Non-FMLA Medical Leave
  - Start of leave (first day absent from work): \_\_\_\_\_
  - End of leave (last day absent from work): \_\_\_\_\_
  - Regular Hours worked/week: \_\_\_\_\_  Full-Time  Part-Time
  - Intermittent Leave Request:  Yes  No If Yes, please attach proposed schedule.

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### Accrued Leave Benefits

Non-FMLA medical leaves must use all sick leave benefits prior to using vacation benefits. For all other leaves, vacation leave will be used to remain in paid status. Once vacation leave benefits have exhausted, employee will go into an unpaid leave status. An employee on unpaid leave will not accrue sick or vacation leave benefits.

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### Health Benefits

An employee on an unpaid leave greater than thirty (30) days may continue to participate in the University's health care benefits program by self-paying the full premium rates. The employee may contact Benefits to be advised of the premium rates that should be expected. The employee will be billed directly by Central Management Services. Failure to pay these premiums can result in a termination of coverage. You cannot submit payment to Eastern Illinois University. Payment arrangements must be made with Central Management Services.

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Employee must sign and submit to Supervisor for approval. Supervisor should submit the form to Human Resources. Non-FMLA medical leaves will require medical documentation from a qualified physician and should be provided to Human Resources directly. Military leave orders should also be provided to Human Resources directly. **Please note that a leave is not approved until all approval/notification signatures have been obtained. You will be notified when the process is complete.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Non-FMLA leave for faculty must be approved by the Provost.**