

Non-Industrial Leave of Absences Required Documentation

Please notify your supervisor and speak to your PAR contact to complete the necessary paperwork to request a leave of absence. The following documentation is required:

Medical Leave of Absence (for employee) – Medical Certificate/Doctor's Note:

- 1) Patient's Name;
- 2) Must indicate it is a serious health condition;
- 3) Date the serious health condition commenced and the probable duration of the condition;
- 4) If the request is for an intermittent leave or a reduced schedule, the doctor's note must state the frequency that is needed.

*Form or doctor's note must be completed and signed by the doctor.

Family Care (Spouse, Parent, Child, Registered Domestic Partner, Grandparent, Grandchild, Sibling, & Parent-in-law) – Medical Certificate/Doctor's Note:

- 1) Patient's Name and employee's name and relationship to the patient;
- 2) Must indicate it is a serious health condition;
- 3) Date the serious health condition commenced and the probable duration of the condition;
- 4) Does the family member require assistance for basic medical or personal needs or for transportation? If so, the duration necessary must be stated;
- 5) If the request is for an intermittent or a reduced schedule, the doctor's note must state the frequency that is needed.

*Form or doctor's note must be completed and signed by the doctor.

Pregnancy Disability Leave – Medical Certificate/Doctor's Note:

- 1) Patient's Name;
- 2) Must indicate absence is related to employee's pregnancy;
- 3) Date the pregnancy commenced and the probable duration of the condition (expected delivery date);
- 4) If the request is for an intermittent leave or a reduced schedule, the doctor's note must state the duration and frequency that is needed.

*Form or doctor's note must be completed and signed by the doctor.

Examples:

Intermittent Request: Employee or Family Member has a Serious Health Condition – the doctor's note must state the duration (1 – 2 days per month) for the next year.

Reduced Schedule: Employee or Family Member has a Serious Health Condition – doctor's note must state the duration and frequency needed (employee can work 4 hours a day for the next 6 weeks or employee is needed to care for family member 1 – 2 days per month).

Parental Leave

- Hospital issued birth certificate.
- For adoption or foster care placement of a child, legal documentation is required.

Personal Leave

Employee must submit a request in writing to their immediate supervisor.

Military Leave

Provide a copy of military orders.