

WCU Faculty Serious Illness and Disability Leave Request Form

Employee: _____ 92#: _____

Department: _____ Date: _____

An eligible faculty member may request leave with full pay and benefits for up to 1 semester, or 12 weeks over 2 consecutive semesters, exclusive of academic breaks, for any of the following.

Reason for request:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.
- An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Requested start date: _____ Anticipated end date: _____

- *I request time on leave to be counted as probationary service: Yes, No, N/A
I accept an automatic 1-year extension of the tenure clock: Yes, No, N/A
I request a 1-year extension of the post-tenure review clock: Yes, No, N/A

If for intermittent leave or reduced workload, explain in detail the responsibilities that will be fulfilled and will not:

This request is pending the Office of Human Resources certification of eligibility for FMLA.

Employee Signature: _____ Date: _____

Dept Head/ Supervisor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

For Provost office:

Extension of the Tenure/ Post-tenure review clock is approved Yes, No, N/A

Original Tenure/PTR application year: _____ Revised year to apply for Tenure/PTR: _____
(Default for tenure clock is a 1-year extension, with a lifetime maximum of two 1-year extensions)

**No professional activity is expected or required while receiving paid leave. The faculty member may choose to continue some professional duties during the semester of leave, but their supervisor cannot and should not require it.*