

**BALDWIN WALLACE UNIVERSITY**  
**APPLICATION FOR LEAVE REQUEST**  
*(Sick/Vacation does not accrue during leave)*

Employee Name: \_\_\_\_\_ SS#: XXX-XX-\_\_\_\_\_

Department: \_\_\_\_\_ FT Hire Date \_\_\_\_\_ PT Hire Date \_\_\_\_\_

Dates of Absence (month, day, and year) From: \_\_\_\_\_ To : \_\_\_\_\_

Family and Medical Leave (FMLA)\*

\_\_\_\_\_ Personal Illness

\_\_\_\_\_ Family Illness (Spouse, Dependent Child, Employee's Parent)

\_\_\_\_\_ Birth/Adoption/Foster Care

*All sick and vacation accruals must be applied toward time taken for Family Medical Leave.*

\_\_\_\_\_ Sick Hours Available \_\_\_\_\_ Vacation Hours Available

\_\_\_\_\_ One year Full-Time employment eligibility met

Parental Leave From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ Two years Full-Time employment eligibility met

Personal, Non-Medical Leave

- Short-term disability coverage begins on the **16th scheduled work day of continuous absence**, or, on the day after accumulated sick leave ends, if later. Separate absences within a one-month period will be treated as one absence.
- Vacation time may be used to ensure 100% pay. Total leave time (Sick, Vacation, Short-term, Parental) must not exceed six (6) months.
- Short-term disability hours allowed will be added to your next payroll check and **paid at 70% of your base rate**. Short-term disability payments are subject to all taxes. Short-term information must be submitted on a 30-day basis even if the doctor's statement goes beyond 30 days.
- Parental Leave may be taken up to 3 months **after the physician's release to return to work**. The first 6 week period will be paid at 50% of salary, the remaining time may be added without pay.

**\* PLEASE ATTACH A PHYSICIAN'S STATEMENT ON THEIR OFFICIAL LETTERHEAD INDICATING A RETURN TO WORK DATE.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Leave Approved

Leave Not Approved

*\*\*\*\*To be included in your next payroll check, this form must be received (with Physician's statement attached) in the Payroll Services Office by Friday of the preceding payday (bi-weekly) or by the 15th of the pay month (monthly). \*\*\*\**