Is it maternity, paternity, or medical leave?

- Yes: Provide verbal notification of FMLA eligibility within 2 days of notification.
- No: Is it a planned vacation request?
  - Yes: Follow individual department policy.
  - No: Is it more than one week in duration?
    - Yes: Complete GME Leave of Absence Form. Submit form to Beth Jones in GME. Beth will follow up to confirm actual start and end dates. She will provide guidance/information regarding any potential unpaid leave or make up time.
    - No: Follow individual department policy.

Provide FMLA paperwork to the resident prior to the next scheduled pay period. FMLA forms are located on the University HR website. Forms to be completed include:
- Letter to determine if condition qualifies
- Notification FMLA eligibility
- Notification of childbirth/foster care
- Certification of health care provider

Departments maintain paperwork for audit purposes.