

NOTICE

To be eligible for unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), the employee must have been employed by Troy University for one year and have one of the following situations:

1. The birth or a son or daughter and/or the requirement to care for the newborn child.
2. The placement with the employee of a son or daughter for adoption or foster care.
3. The need to care for the employee's spouse, son, daughter, or parent with a serious health condition.
4. A serious health condition that makes the employee unable to perform the job.

If you apply for a Leave of Absence under FMLA guidelines, OPM Form 71, you must furnish a doctors certification (Use DOL Form WH380) within 15 calendar days of the date of application. The certification is sufficient only if it states:

1. The date on which the serious health condition commenced
2. The probable duration of the condition (establishes expected return to work date)
3. Appropriate medical facts about the condition
4. That the employee is unable to perform the functions of his/her position.
5. The physician certifies that this condition should be covered under FMLA.

If the employee is not eligible for FMLA, the employee may want to apply for a non-FMLA leave of Absence. Ask for the correct form in the Human Resources Office.

I, the undersigned employee, understand and agree to comply with the instructions above.

Employee

Date