

Warner Pacific University Employee Leave Request Form

Instructions for completion of the Employee Leave Request Form:

1. Employee completes Section 1, reads Section 2, and submits Request Form to their supervisor 30 days prior to leave (when the leave is foreseeable). If medical certification is required, it must be submitted to Human Resources (HR) within 15 business days from the date of notification (the date that the Request Form is returned to you).
2. Supervisor submits a copy of the Request Form to HR including medical certification if applicable. Mark as "Confidential" if inter-office delivery is used.
3. HR determines leave eligibility, vacation/sick time accrual if applicable, and whether medical certification is required; HR communicates this information to the employee's supervisor.
4. Supervisor uses information provided by HR to complete Section 3, ensuring supervisor and employee signatures are obtained.
5. Supervisor provides a copy of Request Form to the employee, HR, and retains a copy for their employee records.
6. Contact Human Resources @ 503/517-1074 or 503-517-1205 with questions.

SECTION 1: Employee Completes this Section to Request a Leave

- Original Request Revised Request

Employee Name: _____ Request Date: _____

Department: _____ Phone #: _____

I request leave from: _____ through _____

Reason for request of Federal Family Leave Act (FMLA)/Oregon Family Leave Act (OFLA):

- Your serious health condition.
- Family member with a serious health condition
- Pregnancy (includes prenatal care or pregnancy disability).
- Parental Leave (the birth of your child, or the placement of a child with you for adoption or foster care).
- Sick child leave (an illness or injury that is not a serious health condition that requires home care).
- Military Family Leave or Military Caregiver Leave
- Bereavement Leave

SECTION 2: Your Responsibilities and Rights under FMLA

- You have the right to 12 weeks of unpaid OFLA/FMLA leave usage in a 12-month period under certain conditions (as stated above). The 12-month period is calculated by measuring forward from the date of your first FMLA leave usage.
- While on leave, you may be required to furnish us with periodic reports of your status and intent to return to work. If the circumstances of your leave change and you are able to return to work earlier

than the indicated on the form, you are required to notify your manager prior to the date you intend to report to work.

- You may be required to furnish re-certification related to a serious health condition as allowed in the OFLA/FMLA regulations.
- You will be required to use accrued sick time during your OFLA/FMLA leave; once accrued sick time is exhausted, accrued vacation time will be used. Unpaid leave may be used only after your accrued sick time and vacation have been exhausted.
- You will be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave.
- Employee health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work. If you do not return to work following OFLA-FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of serious health condition which would entitle you to OFLA/FMLA leave; or 2) other circumstances beyond your control, you may be required to reimburse Warner Pacific University for your share of health insurance premiums paid on your behalf during your leave..
- If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of OFLA/FMLA leave. If your OFLA/FMLA time is unpaid, please make arrangements for continuation of your premium payments with our Payroll Department at 503/517-1031.

SECTION 3: Leave Eligibility Notification – Supervisor completes this section with assistance from Human Resources.

To be eligible for FMLA or OFLA leave you must meet the following requirements:

Employees Eligible for FMLA	Employees Eligible for OFLA
Employee must have been employed by WPU for a total of at least 12 months (if months are non-consecutive there can be no more than a seven-year break in service); and	Employee must have been employed by WPU for a period of 180 calendar days immediately preceding the date leave begins; and
Employee must have worked for at least 1250 hours during the 12-month period immediately preceding the leave.	Employee must have worked an average of 25 hours per week during the 180-day period, unless the leave is to care for a newborn child or newly placed adopted or foster child (parental leave).

Supervisor signature

Date

Employee signature

Date

HR Use Only:

- OFLA FMLA Both Provisional pending certification