The University of Tennessee
Request for Family and Medical Leave

Name: ______________________ Responsible Account: ______________________

Employee ID: ______________________ Bi-Weekly ☐ Monthly ☐

Employment Date: ______________________ Request Date: ______________________

Hours Worked in Prior 12 Months: ______________ Office Phone: ______________________
Do Not Count Leave Hours

Home Address: ____

Name of Spouse if employed at UT: ______________ Spouse ID: ______________________

Serious Illness of: ☐ Employee ☐ Parent ☐ Spouse

☐ Child Age: ________ Incapacitated: ☐ Yes ☐ No

Is your disability due to an on-the-job injury? ☐ Yes ☐ No

CERTIFICATION BY A HEALTH CARE PROVIDER MUST BE PROVIDED.

Birth, Adoption or Foster Care Placement:

Name of Child: ____

Expected Date of Birth: ____

Date of Adoption: ____

CERTIFICATION BY A HEALTH CARE PROVIDER IS NOT NEEDED.

Leave Period Requested or Taken:	Begin. Date	End Date
Sick Leave:	____________	____________
	____________	____________
Annual Leave:	____________	____________
	____________	____________
Personal Leave Day:	____________	____________
Leave Without Pay	____________	____________
Worker's Compensation:	____________	____________

I understand that the University will pay the employee portions of the group medical insurance during my leave of absence without pay, if approved under the Family and Medical Leave Act of 1993, **provided I pay the employee portion in advance** to the Campus Insurance Office, 910 Madison Avenue, Suite 727, Memphis, TN 38163. All other insurance plans must be fully paid by me. If I drop the plan(s), participation rules and legal requirements will govern reinstatement. I also understand that I will not accrue leave or receive retirement creditable service while on leave without pay except for approved worker's compensation.

______________________ ____________ ______________________ ____________
Supervisor/Department Head Date Personnel Approval Date

Send through a PIF, if there is any leave of absence without pay.

Revised: August 2006