



Personal Medical Leave Request Form

(Use when short term disability and workers' compensation does not apply)

Name: _____ Emplid #: _____

Home Address: _____

Department and name of supervisor: _____

Supervisor Signature and telephone number: _____

Department HR Rep. and phone number: _____

Employee signature and date: _____

Anticipated Start Date: _____ Anticipated End Date: _____

Best email to use: _____

Rights and Responsibilities

All Workers' Compensation, Short-Term Disability, Parental Leaves, Family Leaves, Personal Medical Leaves and Military Leaves will run concurrent with the Federal Family Medical Leave Act. In accordance with the Family and Medical Leave Act (FMLA) of 1993, Cornell University provides up to 12 weeks of unpaid family and medical leave (FMLA) for eligible employees and 26 weeks of service member family leave for eligible employees.

If your need for the leave is foreseeable, please request the leave from your supervisor at least **30 days** in advance. A request for Personal Medical Leave, Family Health Leave, or Military Leave must be supported by a health care provider verification form. Employees are responsible for ensuring that verification is provided within 15 calendar days from the date of receipt of the tentative approval letter and it is submitted to Medical Leaves Administration for review at Suite 130, East Hill Office Building, 395 Pine Tree Road, Ithaca, NY 14850.

Staff utilizing Parental, Personal, Family Health Leaves and Military Leaves may choose to use accrued vacation or health and personal leave to supplement all or part of the leave.

Staff on paid leaves during a holiday will receive holiday pay and will not be required to use sick leave or vacation time on that day. Staff on unpaid leaves are not eligible for holiday pay.

If you are on an approved leave and are using intermittent time away from work, you need to let your department know as far ahead of time as possible regarding the days and times you will need off. You also need to follow your department's rules and regulations regarding call-in procedures. Ex. If you take a day off to care for a Family member, you would need to let your department know that you are taking the day off for the care of your family member. If you just call in sick, then your department will count that as a sick day. If you do not understand the call in procedures please check with your department.

During the period of these leaves, the position, or equivalent, is held for the staff member's return. However, the university will only hold a staff member's position for a total of 26 weeks (180 days) over a 12-month period. This 12-month period is a "look-back" for all leaves except for Military Caregiver Leave, which is measured in the proceeding 12-month period starting with the first date of leave.

Employees may continue their existing health insurance coverage during these leaves provided they continue to pay their share of the premiums. If you do not return to work after the leaves then you may be responsible for the health insurance premiums at the full cost. If you are a Contract College employee and you are on unpaid Parental leave, you will be contacted by the Civil Service office for full payment of premiums.

It is your responsibility to read Cornell University Policy 6.9 Time Away from Work and its accompanying guidelines for your further understanding of the condition and requirements of the leave. The policies can be located at this web address: <https://www.policy.cornell.edu/policy-library/time-away-work>

**Please submit a copy of this form to Ryan Tomchick at Medical Leaves Administration,
Suite 130 East Hill Office Building, 395 Pine Tree Road, Ithaca, NY 14850.
You can contact Ryan at (607) 255-1136, or rmt224@cornell.edu for questions and assistance.**