REQUEST FOR CONTRACT MEDICAL LEAVE WITHOUT PAY

According to the collective bargaining agreement, Article X, Section 3 (D)(1), “Employees with at least one (1) year of seniority who have exhausted their sick leave benefits shall be granted an unpaid leave of absence not to exceed ninety (90) calendar days, provided the illness or injury exceeds ten (10) days and appropriate medical verification is submitted. Upon request of the employee, extensions may be granted for up to ninety (90) day increments not to exceed a total of one (1) year. Such leaves may not be unreasonably withheld. Extension of such leaves shall not impair an employee’s right to long-term disability. Prior to employee exhausting his/her sick leave, the Employer shall advise the employee in writing of his/her rights to a medical leave of absence without pay and the requirement that the employee must request such leave within fourteen (14) calendar days of their receipt of the notice from the Employer.”

Prior to exhausting your sick leave, you must request this unpaid leave below and return the completed form along with any supporting medical documentation.

I, ____________________________ ___, request approval for a workplace absence during which I agree that I will not be paid (LWOP). This request is for a personal medical illness or injury that exceeds ten (10) days.

First day requesting No Pay _____/_____/______ Date returning to work _____/_____/______

Total hours __________

I understand that any extension of this leave must be requested and approved in writing and that failure to return to work at the end of a leave without pay period may result in disciplinary action.

_______________________________________________            ______________________
Employee                                     Date

_______________________________________________            ______________________
Supervisor                                     Date

*Supervisor should fax a copy of the completed form to 515-294- 4707, or send via campus mail to UHR Benefits, 3770 Beardshear.