

## Family and Medical Leave (FMLA) Application

*A leave request based on an employee's serious health condition or the serious health condition of an employee's spouse, child or parent must be accompanied by a verifying medical certification from a physician.*

Name \_\_\_\_\_ Department \_\_\_\_\_

Home Address \_\_\_\_\_

Start Date of Anticipated Leave \_\_\_\_\_

Expected Date of Return to Work \_\_\_\_\_

Reason for Leave (Please explain): \_\_\_\_\_

*I hereby authorize Southern State Community College to contact my health care provider to verify the reason for my requested leave or for any other information concerning my request for family and medical leave.*

*I understand that failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by Southern State Community College.*

*If I do not return to work after an unpaid FMLA leave, or return for less than 30 calendar days after an unpaid FMLA leave, I understand that I am responsible for reimbursing the College for all the fringe benefit expenses the College incurred while I was on FMLA leave. In this event, I authorize the College to withhold from my last paycheck the amount of any fringe benefit expenses I owe.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **FMLA POLICY ACKNOWLEDGEMENT:**

I have received a copy of the College's FMLA Policy. I have read and understand the conditions set forth within the policy. If I have any questions, I will contact Human Resources at HR@sscc.edu.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Human Resources Representative Date