

MICHIGAN STATE UNIVERSITY

Michigan State University
Faculty Academic Staff

TIME OFF AUTHORIZATION/CONFIRMATION FORM

Date: _____

Name: _____ Case: _____

The time away for the leave of absence will be recorded as follows:

If time off is continuous and for your own serious health condition, you are entitled to up to six months of short-term disability (STD). The first 12 weeks may also be counted against the annual Family and Medical Leave Act (FMLA) entitlement. If medically necessary the time off will continue as STD for up to a total of six months.

If time off is intermittent and for your serious health condition, the general expectation is that unit administrators extend professional courtesy and flexibility for employees under these circumstances. If, however, the time off interferes with the employee being able to fulfill their responsibilities, the unit administrator and employee should discuss and evaluate the situation and other alternatives (e.g., reduced work schedule, accommodations). This time will be considered protected FMLA leave and counted against your FMLA entitlement.

If time off is for the birth of a child, and you are the birth parent, you are entitled to 6 weeks of paid short-term disability and six weeks of paid parental leave. This may also be protected under the FMLA, so may be documented with FMLA Forms.

If time off is for the birth or placement of a child, and you are the non-birthing parent, you are entitled to six weeks of paid parental leave. If you are also entitled to leave under the FMLA, it will be documented with FMLA Forms. If FMLA, an additional 6 weeks of unpaid time, for a total of 12, may be taken. If you are an AN employee, annual leave/vacation may be applied, if available.

If time off is for the care of a family member, the time away is unpaid. If FMLA qualifying, this will be counted against the annual FMLA leave entitlement of 12 weeks.

Select any/all that apply:

- ☐ **Parental Leave** ☐ **Personal Observance Days**
- ☐ **Annual Leave (Vacation)** ☐ **Unpaid Hours**
- ☐ **Short-Term Disability/Maternity Leave**

Signature

Date



Human Resources

Michigan State University
1407 S. Harrison, Suite 110
East Lansing, MI 48823

517-353-4434
Fax: 517-432-4102
hr.msu.edu