LEAVE OF ABSENCE
FELLOWS & SUB-SPECIALTY RESIDENT

✓ Office Managers are responsible for making Fellows/Sub-Specialty Residents aware of their rights concerning Medical Leave and Family Medical Leave. If Fellows/Sub-Specialty Residents have questions, please refer them to either Karen Brooks.
✓ Office Managers are responsible for notifying HR when the employee begins medical leave and returns.
✓ Fellows/Sub-Specialty Residents can not return to work without a doctor’s note authorizing their return.
✓ Office Mangers are responsible for collecting the documentation and forwarding the information to Karen Brooks.
✓ IF THE FELLOW/SUB-SPECIALTY RESIDENT EXCEEDS THE ALLOWED AMOUNT OF VACATION/SICK TIME, THE TIME MUST BE MADE UP. AS A RESULT, THEIR END DATE WILL BE EXTENDED.

DOCUMENTATION NEEDED

UAB
Medical Leave

✓ Family Medical Leave of Absence Request Form
✓ Doctor’s Note
✓ Accrual Form

Family Medical Leave

✓ Same as Medical Leave
✓ Certification from health care provider if employee is caring for child, spouse, or parent having a serious health condition.

HSF
Medical Leave

✓ Physician must complete Family Medical Leave of Absence Request Form
✓ Accrual form

Family Medical Leave

✓ Same as Medical Leave