

# R-I-T Department of Human Resources Employee Action Form

## LEAVE OF ABSENCE – STAFF

### Initiate Leave Period

#### Demographic Information

Name: \_\_\_\_\_ Employee # \_\_\_\_\_

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

#### Leave of Absence Reason

Professional Leave

Personal Leave

Military Leave

FMLA (must be approved by Prudential)

FMLA qualifying absences:

- Care of newborn or adopted child within first 12 months
- Care of spouse, child or parent with serious medical condition
- Employee's own serious health condition
- Military Caregiver

Please refer to the HR Policy on FMLA for more detailed information

#### Effective Date and Salary Information

First Day Out \_\_\_/\_\_\_/\_\_\_

Tentative First Day Back \_\_\_/\_\_\_/\_\_\_

(Return EAF must be completed to reinstate employee to Active status)

Current Salary or Pay Rate:

Reduced Salary or Pay Rate:

7/1 Salary or Pay Rate:

Additional Information: \_\_\_\_\_

Account # \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ %

Account # \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ %

#### Signatures (Sign and Print Name)

Completed By: Print Name		Ext.:	Date:
1 <sup>st</sup> Approval (required) Print Name			Date:
2 <sup>nd</sup> Approval (optional) Print Name			Date:
3 <sup>rd</sup> Approval (optional) Print Name			Date:
<b>Required Signatures - Grants Only (Project Numbers that start with 3, A-F or P)</b>			
Principal Investigator Print Name		Ext.	Date:
Accounting Representative Print Name			

### Instructions for using the Leave of Absence – Staff EAF

Complete this form when someone is on leave from their job at RIT regardless if their pay is reduced.

Professional, Personal Leave – as outlined in policy E29.0 *Staff Leave of Absence*. Leave may be with or without pay.

Military Leave – as outlined in policy E34.0 *Military Leave*. Leave is without pay after 2 weeks on Leave.

FMLA – as outline in policy E33.0 *Family Medical Leave*. Leave is without pay. Do NOT indicate the specific reason that was approved for FMLA, this information is private between the employee and Prudential.

Reduced Salary:

If salary merit increases have been submitted prior to completion of this EAF, please indicate the reduced salary including the merit amount in the 7/1Salary area.