

How Do I Apply for a Leave of Absence?

The initial step in applying for a leave of absence is to determine which type of leave applies to your situation. Use the table below to assist in making that determination and to identify what you should do next.

Life Event	Type of Leave	Steps
Own Serious Health Condition	FMLA and Short Term Disability Leave	<ol style="list-style-type: none"> 1. Contact your manager. 2. If the absence is expected to or has exceeded three work days, contact the Reed Group at 1-866-302-2378. 3. Reed Group will send you instructions and forms to complete if necessary.
Birth of a Child	FMLA and Short Term Disability Leave	<ol style="list-style-type: none"> 1. Contact your manager. 2. When you are within 30 days of your due date, contact the Reed Group at 1-866-302-2378. 3. Reed Group will send you instructions and forms to complete if necessary.
Adopting a Child OR Father of a newborn child	FMLA	<ol style="list-style-type: none"> 1. Contact your manager. 2. Contact the Reed Group at 1-866-302-2378. 3. Reed Group will send you instructions and forms to complete if necessary.
Taking Care of an Immediate Family Member with an Illness or Injury – For less than 5 Days	You may use accrued sick leave for up to 5 days per calendar year, to care for an immediate family member	<ol style="list-style-type: none"> 1. Ensure you have available sick leave. 2. Contact your manager.
Taking Care of an Immediate Family Member with an Illness or Injury – For More Than 5 Days OR Taking care of a spouse, son, daughter, parent, or next of kin who is a covered military service member with a serious injury or illness incurred in the line of duty OR Qualifying exigencies arising out of the fact that a spouse, son, daughter, or parent is on active duty or called to active duty status as a member of the National Guard or Reserves in support of a contingency operation.	FMLA	<ol style="list-style-type: none"> 1. Contact your manager. 2. Contact the Reed Group at 1-866-302-2378. 3. Reed Group will send you instructions and forms to complete if necessary.
Educational and Professional Opportunities	Personal Leave of Absence	<ol style="list-style-type: none"> 1. Contact your manager and DePaul's HR Benefits department at 312-362-8232 at least thirty days prior to your intended leave. 2. Complete a Personal Leave of Absence Request form.
Other Personal or Family Needs	Personal Leave of Absence	<ol style="list-style-type: none"> 1. Contact your manager and DePaul's HR Benefits department at 312-362-8232 at least thirty days prior to your

		intended leave or as early as possible in the event of an unforeseen emergency. 2. Complete a Personal Leave of Absence Request form.
Work Related Illness or Injury	Workers' Compensation	1. Contact the Risk Management & Environmental Safety Office at 312-362-7161 or by e-mail at InsuranceClaim@depaul.edu .
Called or Recalled to Military Service	Military Leave	1. Contact the Benefits Department 312-362-8232.
Faculty Research Leave of Absence	Faculty Leave	1. Consult the DePaul University Faculty Handbook and the Dean's office.

Resources

The Human Resources website provides detailed information about what you should do before, during, and after a leave of absence. We ask that you review this site if you are considering a leave of absence:

https://hr.depaul.edu/Benefits/Health_Welfare/Leave/index.html

University Policies that may apply to a leave of absence include:

- Family and Medical Leave Act (FMLA)
- Sick Pay, Short and Long-Term Disability
- Personal Leave of Absence
- Military Leave of Absence

These policies can be accessed from links on the Leave of Absence website listed above or at the University Policies and Procedures web site at <http://policies.depaul.edu/>

Contact Information

Human Resources Benefits
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