



How to Request a Leave of Absence – Faculty

For Parental or Medical leaves:

- Contact Griselda G. Marquez in Academic Human Resources at x 5187 to discuss your options.
Note: Medical certification is required for these types of leaves. Be sure to provide:
 - The baby's due date or the date of the placement of a child in connection with adoption or foster care as well as the date the medical leave will begin.
- Complete the **Request for Formal Leave of Absence** application.
 - The application can be found here: <http://hr.fullerton.edu/forms/> under the benefits tab.
 - The application will go to your department and Dean's office for signature and is then sent to Academic HR, Attn: Griselda G. Marquez.
- Complete your portion of the **Certification of Health Care Provider** form and print out to take to your physician.
 - Upon completion, please send the form to Griselda G. Marquez via email or US mail.
 - *Please do not include this form with your application when it goes to your department and Dean's office for signature.*
 - **Medical certification is required within 15 days of the leave request.**

For Personal or Professional leaves:

- Contact Griselda G. Marquez in Academic Human Resources at x 5187 to discuss your options.
- Complete the **Request for Formal Leave of Absence** application.
 - The application can be found here: <http://hr.fullerton.edu/forms/> under the benefits tab.
 - The application will go to your department and Dean's office for signature and is then sent to Academic HR, Attn: Griselda G. Marquez.
- If the requested leave is **Personal** in nature and not related to a parental or medical leave, no other documentation is needed.
- If the requested leave is **Professional** in nature and not related to a parental or medical leave, please submit a summary of the purpose of your leave with the leave application.

While you are out on your leave:

- Stay in touch with your department during your leave. If any leave changes occur (reduced or extended leave), please communicate these changes to your department as well as Academic HR.
- On your first day back to work, bring medical certification of your release to work from your physician, and submit it to Griselda G. Marquez, Academic HR, CP-700. Or, you may email the certification directly to Griselda G. Marquez.

If you have any questions, at any time, please contact Griselda G. Marquez in Academic HR via email at grgmarquez@fullerton.edu or at (657) 278-5187.