

Family Medical Leave Request Process for UK Healthcare Employees

Important Employee Information Checklist

- Complete the FML application. Employee completes the first portion, the physician completes the second portion. **Make sure and sign the bottom of the first page.**
- FML requests must be submitted thirty days (30) prior to leave. FML will not be approved retroactively except in the event of a medical emergency.
- Requests of intermittent FML will require recertification promptly at 6 month intervals. Failure to provide timely recertification will result in absences not covered by the Family Medical Leave Act.
- Once completed your FML application can be faxed to the FML Administrator at (859) 257-2010.
- The University has 5 business days to respond to your request. You will be notified in the mail of our determination.
- If you are approved for FML, any hours used for this purpose (paid or unpaid) are deducted from the 12-weeks maximum allowance.
- While on FML, if an extension is needed, you will need to contact your Supervisor and the FML Administrator 5 days in advance of your original date of return. Additional documentation will be required from your Physician to support the extension.
- Upon your return to work, you will be required to turn in a return to work certification to your Supervisor. Please note that light duty is only allowed in a work related injury.

Incomplete forms will not be processed.