



# Leave Request Form

Revised 05/2024

## Instructions:

Employees who wish to request leave for family, medical, or personal reasons, should complete this form and return to HR at least 30 days prior to the first date of requested leave, when such leave is reasonably foreseeable, otherwise leave must be requested as soon as possible. Return completed form by clicking "Submit" below, by email to [TotalRewards@wichita.edu](mailto:TotalRewards@wichita.edu), by fax to 316-978-3274 or by campus mail to Box 015, Attn: Leave Administrator.

Upon receipt of the completed form, the Leave Administrator will determine which leave policies may apply to the request and will respond by the indicated preferred contact method within five (5) University business days with the next steps. Please note that medical certification may be required for some leave types.

## Employee Details

Name: \_\_\_\_\_ myWSU ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Preferred Contact Method: \_\_\_\_\_

Mail

Email

Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

## Leave Request Details

Reason for Leave Request:

Employee's own serious health condition

Work related: Yes No

Birth of child or placement of child for adoption/foster care

Caregiver Role: Primary Secondary

To care for a family member with a qualified serious health condition

Parent Spouse Child

To care for a covered servicemember

For qualifying exigency for servicemember

Other (specify): \_\_\_\_\_

Type of Leave Request:

Continuous - leave taken in a single block of time

Intermittent - leave taken as needed over time

Change of Schedule - leave taken as a reduced schedule of regular hours

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Employee Name: \_\_\_\_\_ myWSU ID: \_\_\_\_\_

Estimated first day of leave: \_\_\_\_\_

Estimated end date: \_\_\_\_\_

Briefly explain leave request:

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I certify that the information contained on this form is true and correct to the best of my knowledge. I authorize Wichita State University to obtain and verify any necessary information regarding my request. I understand that providing false information may result in coaching and corrective action up to, and including, separation of employment. I understand requesting leave does not relieve me of the responsibility to follow all department policies and expectations such as notifying my leader of anticipated need for leave.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## HR Use Only

FMLA

PPL

SL

PLOA

ADA

WC

Request received: