

How to Apply for Family Medical Leave/Faculty Serious Illness and Parental Leave (FSIL)

1. This type of leave is for faculty ONLY
2. Employee will complete the "Request for Faculty Serious Illness Leave and Parental Leave and FMLA Leave," have supervisor/chair/dean sign (only one has to sign) and email to leave@ecu.edu or fax to: 252-328-9918.



faculty_serious_illn
ess_leave_form.pdf

3. Benefits consultant receives the request form, processes for eligibility, and emails an eligibility notification within five business days to employee. Eligibility email includes next step instructions, medical documentation the employee provides to the physician, and other documentation needed.
4. Employee returns medical certification completed by the physician to the benefits consultant.
5. Benefit consultant emails an approval notification to the employee within five business days