

## **How to Apply for Family Illness Leave (FIL)**

1. Employee completes the FIL application and email to [leave@ecu.edu](mailto:leave@ecu.edu)



FIL Application.pdf

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