

## **How to Apply for Family Medical Leave (FMLA)**

1. Employee completes the FMLA request form (include supervisors' signature) and email to [leave@ecu.edu](mailto:leave@ecu.edu).



FMLA request form -  
2022.pdf

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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 certification the employee provides to the physician, and other documentation needed.
3. Employee returns medical certification completed by the physician to the benefits consultant.
4. Benefit consultant emails an approval notification to the employee within five business days.

## **How to Apply for Voluntary Shared Leave (VSL)**

1. Employee and leave clerk complete the request to receive VSL form and email to [leave@ecu.edu](mailto:leave@ecu.edu)



Request to RECEIVE  
VSL.pdf

2. Benefit consultant emails the employee within five business days next steps regarding medical documentation
3. Employee returns medical documentation completed by the physician to benefit consultant
4. Benefit consultant emails VSL approval, following 20-day waiting period
5. Benefit consultant notifies employee of donations received within five business days

## **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

### **How to Apply for Military Leave**

1. Employee should send a copy of the orders received, which reflects the effective date of the military service obligation to [leave@ecu.edu](mailto:leave@ecu.edu)
2. For periods eligible for military leave with differential pay, the employee should send a copy of their Leave and Earnings Statement or similar document covering the period eligible for differential pay to [leave@ecu.edu](mailto:leave@ecu.edu)
3. Employee should provide notification to department/supervisor of upcoming duty and/or schedule changes as soon as known. The employee is responsible for advising department/supervisor verbally or in writing the intention of returning.
4. Once your required documentation has been received and processed, you will receive a follow-up email within 3 to 5 business days.

## **How to apply for Short-Term Disability and/or Preliminary Long-Term Disability**

1. You will apply for short-term disability if your medical condition will require you to continuously be out of work and unable to perform your job duties over a 60 day period.
2. The following forms will need to be completed to apply for short-term disability
  - Form 703 – Reporting Earnings for Short-Term Disability Benefits and Medical Report for Eligibility Review



Form 703.pdf

- Form 7A – Medical Report for Disability Eligibility Review



Form 7A.pdf

- Form 701 – Requesting Short-term Benefits Through the Disability Income Plan of North Carolina



Form 701.pdf

- You must also provide all recent (within six months) supporting medical documentation
- Send all forms and documentation to [leave@ecu.edu](mailto:leave@ecu.edu) or fax to: 252-328-9918
- Once your completed forms and supporting documentation has been received, you will receive an updated email (approval or denial) within 3 to 5 business days.

## How to Apply for Extended Short-Term or Long-Term Disability

1. If your medical condition will require you to need additional leave or is expected to be a permanent disability, you should apply 90 days prior to your short-term and or preliminary long-term ending.
2. The following forms will need to be completed in order to apply for extended and/or long-term disability:

- Form 704 – Requesting Additional Benefits Through the Disability Income Plan of North Carolina



Form 704.pdf

- Form 701 - Requesting Short-term Benefits Through the Disability Income Plan of North Carolina



Form 701.pdf

- Form 703 - Reporting Earnings for Short-Term Disability Benefits and Medical Report for Eligibility Review



Form 703.pdf

- Form 7A - Medical Report for Disability Eligibility Review



Form 7A.pdf

- You must also provide all recent (within six months) supporting medical documentation
- Send all forms and documentation to [leave@ecu.edu](mailto:leave@ecu.edu) or fax to: 252-328-9918
- Once your completed forms and supporting documentation has been received, your employer will send out a follow-up email within 3 to 5 business days to let you know it has been received and has been sent to TSERS for medical board review.

## **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](mailto: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

## **How to Apply for Paid Parental Leave (PPL)**

1. This type of leave is for SHRA/CSS and EHRA-Non-Faculty employees ONLY
2. Employee will complete both the FMLA and PPL Request forms, signed and dated by employee and supervisor and email to [leave@ecu.edu](mailto:leave@ecu.edu) or fax to: 252-328-9918.



FMLA request form  
- 2022.pdf



PPL-Request-Form  
2022.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



## **How to Apply for Educational Leave**

### **Educational Leave with Pay (only available to permanent full time for paid leave)**

1. Requests for educational leave must be submitted in writing to the supervisor or other designated official in the department in enough time to accommodate supervisory review and administrative processing for personnel, payroll, and benefits actions to take place.
2. If management approves educational leave with pay, it shall not be charged to the employee's accrued leave and shall be recorded as "Educational Leave" and approved by management in the payroll system of record

### **Extended Educational Leave Requirements**

1. An agency wishing to initiate a program for a number of employees to participate in a degree or certificate program must also utilize Extended Educational Leave.
2. Under Extended Educational Leave, the State may provide leave with pay or leave without pay for certain types of academic courses as outlined below:
  - a. Educational Leave Without Pay – Extended educational leave without pay may be granted in accordance with the normal leave policy as outlined in the Leave Without Pay Policy located in Section 5 of the State Human Resources Manual.
  - b. Educational Leave with Pay – Extended educational leave with pay shall be granted when an agency/university has requested an employee to pursue additional educational opportunities. Educational leave with pay may be granted when an employee has requested to pursue additional educational opportunities and these opportunities are related to the employee's current position or enhance the employee's current or future job duties and responsibilities thus benefiting the agency/university. In other situations, employees may be allowed to utilize accrued paid leave, upon managerial approval



Educational\_Leave\_  
Policy.pdf

### **Educational leave without Pay**

1. Leave without pay may be granted for illness, education purposes, vacation, or for any other reasons deemed justified by the agency head. Special provisions for leave without pay for military, family and medical, and workers' compensation are covered in these respective policies in this Section of the Personnel Manual. Parental leave without pay for employees not eligible for FMLA leave is covered at the end of this policy.



Leave Without Pay  
Policy.pdf