# MIT Leave of Absence Request Form

<table>
<thead>
<tr>
<th>Employee’s Name</th>
<th>Department</th>
<th>MIT ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>City/Town</td>
<td>State</td>
</tr>
<tr>
<td>Home or Cell Phone</td>
<td>Work Phone</td>
<td>Date of Hire</td>
</tr>
</tbody>
</table>

## Type of Leave:
- [ ] Employee’s Own Illness
- [ ] Family Leave
- [ ] Military (Attach a copy of orders)
- [ ] Pregnancy & Child Birth
- [ ] Other
- [ ] Educational
- [ ] Paid Parental Leave*  
  *Date of birth/adoption/placement:

If eligible, all approved requests for Medical and Family Leave will be applied to the 12-week Family and Medical Leave Act (FMLA) leave period.

## Dates of Leave:

| Start: | Return to work date: |

## Reason For Leave:
Provide a detailed explanation below. If this request is for medical leave, please DO NOT include specific medical information. If you are requesting intermittent leave, include proposed schedule.

## Signatures:
I have read and understand the MIT policy concerning leave of absence and certify that the above information is true and complete.

| Employee’s Signature | Date |

Leaves less than six months duration ▼

<table>
<thead>
<tr>
<th>Supervisor (Print)</th>
<th>(Signature)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head (Print)</td>
<td>(Signature)</td>
<td>Date</td>
</tr>
<tr>
<td>AO/PA Signature</td>
<td>Date</td>
<td>HRO Signature</td>
</tr>
</tbody>
</table>

Leaves from six up to twelve months duration ▼

| Senior Officer for Area (Print) | (Signature) | Date |

…If Job Is Not Being Held Open For Employee ▼

| VP of Human Resources | (Signature) | Date |
The MIT Leave of Absence Request form should be completed and submitted to the Disabilities Services and Medical Leaves Office at least two weeks prior to commencing a leave, for leaves that are foreseeable. Forms are available in the Human Resource Office (E19-215) and on-line [http://hrweb.mit.edu/fmla/](http://hrweb.mit.edu/fmla/).

The granting of a leave of absence without pay requires an assurance of reemployment by the department upon termination of the leave unless specifically authorized by the Vice President of Human Resources. Leave of absence without pay similarly requires the employee’s intention to return to work at the end of the approved leave period. The employee must contact the Benefits Office (E19-215) before beginning a leave without pay to arrange for continuation of any Institute benefits for which the employee is eligible.

**Medical Leave** (Employee’s own serious health condition)

A medical leave is to be used when an employee is medically unable to work due to illness. Certification from a healthcare provider is required. A Certification of Health Care Provider form may be used for this purpose and can be obtained from the Human Resource Office (E19-215). The medical certification should include:

Medical facts; the date the illness/condition began; the expected duration of the illness/condition; the regimen of treatment including an estimate of the amount of time required to be out of work; and an assessment of employee’s ability to perform essential job functions.

**Health Care Provider for the purpose of a paid sick leave or extended sick leave means a legally qualified physician.** For unpaid leave under FMLA, the definition of Health Care Provider is broader. For more information, contact the Disabilities Services and Medical Leaves Office (617) 324-0082.

**Maternity and Parental Leave**

MIT will grant eligible birth mothers 8 weeks of paid maternity leave under its sick and extended sick leave polices for childbirth and recovery. For other pregnancy-related absences, such as for miscarriage or temporary disability associated with pregnancy, or for absences beyond the 8 weeks following childbirth, paid time off is available under MIT’s sick and extended sick leave policies only if the employee provides medical documentation from a physician showing that she has a health condition/illness and is unable to work.

In addition, eligible employees (new mothers and fathers) may take up to 5 days of Paid Parental Leave within 4 months after the birth, adoption, or placement of a foster child. This leave may be taken as a continuous 5 day period or intermittently. See more detail in MIT Personnel Policy Manual Sec. 4.6. If taking this Paid Parental Leave, please indicate the date of the child’s birth, adoption, or placement on the first page.

Employees may also be eligible for additional unpaid time off under the Family and Medical Leave Act (FMLA) and the Massachusetts Parental Leave Act (MPLA). Please note: FMLA and MPLA leaves run concurrently with paid sick leave. MIT Paid Parental Leave that is taken during the 8 week MPLA period or the 12 week FMLA period also runs concurrently with those unpaid leaves.

**Family Leave**

Eligible employees may request leave without pay to care for a family member under the FMLA for a period of up to 12 weeks in any 12 month period for the following reasons:

- to take care for a newborn, newly-adopted child or newly-placed foster child; or
- the serious health condition of a parent, child, or spouse
- to care for a service member (spouse, son, daughter, parent, or next of kin) with an injury or illness
- for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

The specific provisions and eligibility requirements for “Family Medical Leave Act” leave are outlined in section 4.5 of the MIT Personnel Policy Manual. Please contact your supervisor, Human Resources Officer, or Disabilities Services and Medical Leaves Office if more specific leave of absence information is needed.

A Medical Certification Form is required for leaves related to the serious health condition of a family member. Additional certification may be requested for any extension of a leave period beyond 30 days. Documentation is required for leave related to adoption or placement of a foster child.

**Military**

The specific provisions and eligibility requirements for Military leave are outlined in Sections 4.11 and 4.12 of the MIT Personnel Policy Manual. See also the provisions above under Family Leave for leaves related to a family member in military service.

**Education/Other**

The specific provisions and eligibility requirements for leave of absence without pay are outlined in section 4.16 of the MIT Personnel Policy Manual.