

**BALDWIN-WALLACE COLLEGE
APPLICATION FOR LEAVE**

** Sick/Vacation does not accrue during leave*

Employee Name: _____ File No: _____

SS#: _____ Department: _____

F-T Hire Date _____ P-T Hire Date _____ Pay Date: _____

Dates of Absence (month, day, and year) From: _____ To : _____

Personal, Non-Medical Leave

Family and Medical Leave

_____ Birth/Adoption/Foster Care _____ Family Illness

All vacation and sick accruals must be applied toward time taken for Family and Medical Leave.

Medical Leave

_____ Sick Hours Available _____ STD Start Date _____

_____ Six-month eligibility met _____ STD Account # _____

Parental Leave From: _____ To: _____

- Short-term disability coverage begins on the **sixth scheduled work day of continuous absence**, or, on the day after accumulated sick leave ends, if later. Separate absences within a one-month period will be treated as one absence.
- Vacation time may be used to ensure 100% pay. Total leave time (Sick, Vacation, STD, PLA) must not exceed six (6) months.
- Short-term disability hours allowed will be added to your next payroll check and **paid at 80 percent of your base rate**. Short-term disability payments are subject to all taxes. Short-term information must be submitted on a 30-day basis even if the doctor's statement goes beyond 30 days.
- Parental Leave may be taken up to 3 months **after the physician's release to return to work**. The first 6 wk period will be paid at 50% of salary, the remaining time may be added without pay.

Please attach physician's statement, including physician's prognosis and an estimate of necessary days off work.....must be on physician's letterhead.

Supervisor Signature

Employee Signature

Date

Date

Leave Approved

Leave Disapproved

****To be included in your next payroll check, this form must be received (with Physician's statement attached) in the Payroll Services Office by Friday of the preceding payday (bi-weekly) or by the 15th of the pay month (monthly). ****