

## LEAVE OF ABSENCE APPLICATION

### Section I. Employee Information

Employee Name \_\_\_\_\_  
Last Name First Name MI

Employee ID # \_\_\_\_\_ Campus \_\_\_\_\_ Project # \_\_\_\_\_

### Section II: Leave Information

Leave Start Date \_\_\_\_\_ Return to Work Date \_\_\_\_\_  
(Date you will be back at work)

Select all that apply:

#### Maternity/Paternity Leave

- STD - Short Term Disability(Maternity)
- FMLA - Birth/Adoption of a Child
- PFL - Paid Family Leave – Bonding  
(see #3 note below)
- PFL - Paid Family Leave – Bonding (Intermittent)  
(see #3 below)
- Child Care Leave  
(For Full-time employees only)

#### Own Serious Health Condition

- STD - Short Term Disability
- FMLA - Serious Health Condition (Self)
- FMLA - Serious Health Condition (Self - Intermittent)

#### Care for a Family Member

- FMLA - Serious Health Condition
- FMLA - Serious Health Condition (Intermittent)
- PFL - Care for a Family Member  
(see #3 note below)
- PFL - Care for a Family Member (Intermittent)  
(see #3 note below)

#### Notes

1. Paid Family Leave (PFL) and Short Term Disability cannot be taken concurrently. A mother may elect to use PFL and skip Short Term Disability, however she may not be able to use Short Term Disability after PFL ends.
2. As per RFCUNY's Time and Leave Policy, employees must first exhaust all of their leave accruals before going on leave without pay.
3. Under PFL, employees have a choice to use or not use their accruals to top up their pay to 100%. If you are applying for PFL, will you be using your annual leave accruals? (Please check one)  Yes  No

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Required for General Leave Without Pay and Furlough Only: Supervisor's Signature/Authorization

Supervisor's Name (Please Print) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Military Leave

- Military Leave With Pay (LWP)
- Military Leave Without Pay (LWOP)

#### Military Exigency Leave

- FMLA - Servicemember Exigency/Caregiver
- PFL - Military Exigency Leave

#### Other

- WC - Workers' Compensation
- General Leave Without Pay (LWOP)
- NEW** Furlough