

## Guidelines for Library Directors on FMFL Paperwork

- Become familiar with the FMFL policy.
- Provide the faculty librarian requesting leave with a copy of the FMFL policy.
- Provide the faculty librarian requesting leave with a certification of physician form. This is a short form attached to the policy. This form is also obtainable through Carrie Sparks, 801 CL, 624-9246, and through the University's Polices, Procedures, and Handbooks web page policy number 02-11-01.
- Instruct the faculty librarian to take the certification of physician form to his/her physician and have it filled out *completely*. The faculty librarian has a choice of either including the completed certification form with the memo requesting the leave, or sending it directly to Carrie Sparks, 801 CL, Office of the Provost for confidentiality.
- Instruct the faculty librarian to write a memo to you requesting medical and/or family leave.
  1. The faculty librarian must indicate the length of leave they are requesting, including a start date and end date. The faculty librarian should be made aware that their requested length of leave must be consistent with what their physician has recommended and with the FMFL policy. The memo does not need to state the medical condition prompting the request.
- Write a memo addressed to the Provost, recommending the medical and/or family leave for the faculty librarian.
  1. Note that this memo must be addressed to the Provost, but should *not* be sent to the Provost. It should be sent to Faculty Records.
  2. The length of leave recommended in the memo should be identical with what the faculty librarian requested providing it is acceptable under the FMFL policy. The memo should acknowledge any idiosyncrasies or apparent discrepancies in the request. The Office of the Provost will check the faculty librarian's requested leave against the certification of physician form.
  3. The memo should state that the faculty librarian was provided with a copy of the FMFL policy.
  4. Send your memo addressed to the Provost recommending the leave with the faculty librarian's memo requesting the leave along with a properly coded and marked ER to Faculty Records. If the faculty librarian has chosen to include the certification of physician form with the leave request, it should be sent with the rest of the FMFL package to Faculty Records. Note that the faculty librarian has the choice to send the certification of physician form directly to the Provost's Office for confidentiality.
- All FMFL paperwork should be processed in a timely manner.