

Iowa State University Family and Medical Leave Act (FMLA)

LEAVE RETENTION

Faculty, P&S, Supervisory & Confidential employees and employees covered by the American Federation of State, County, and Municipal Employees (AFSCME) collective bargaining agreement who are qualified for FMLA leave are eligible to retain up to two weeks (80 hours) of accrued annual leave "vacation" each calendar year.

Employee's Name: _____ University ID # : _____

Department: _____ Payroll # : _____

Faculty, P&S, Supervisory/ Confidential employee (✓)

OR

AFSCME covered employee (✓)

Check (✓) the appropriate space:

I decline to participate

I elect to participate and will retain _____ hours of accrued vacation (up to 80 hours).

(#)

NOTE: YOUR ELECTION CAN BE DECREASED, BUT NOT INCREASED DURING YOUR PERIOD OF ELIGIBILITY. YOU CANNOT RETAIN MORE HOURS THAN YOU HAVE IN YOUR VACATION BANK.

Upon completion, return this form to your department's personnel assistant.

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)