

Quick Guide: Should I Contact FMLA Specialist or Office of Equity?

Will you need more than 5 consecutive work days off for a personal medical reason or a family medical reason or have you experienced an overnight hospital stay?

YES

NO

If you will not be off work for more than 5 work days, no LOA paperwork is required.

Do you have 1,250 hours worked in the past 12 months and at least 1 year of service with the University?

NO

Is this for a personal medical condition?

YES

NO

YES

If this is for a family member's medical condition, there is no extended leave option available.

You qualify for FMLA. Email the Leave Administrator at leaves@case.edu.

Email the Office of Equity at equity@case.edu.