University of Kentucky®

Request for Family and Medical Leave
Qualifying Exigency Application

Please return the completed certification form to your supervisor within 15 calendar days of receipt of this application or the date condition commenced. Failure to provide a complete and sufficient medical certification may result in denial of your FMLA request.

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- For information on FMLA and university policy, please refer to HR Policy 88.0 Family and Medical Leave Act. Policies are available online at **www.hr.uky.edu.**
- Send completed application directly to FML administration:

Fax: 859-257-2010 or 859-257-1679   **Email:** LeaveAdminFMLA@uky.edu

With questions, call FML administration at 859-323-0256 or 859-323-4259.

FOR FACULTY Below is the link to policy and how to upload (portal) FML. For questions about Faculty FML, email facultyadv@uky.edu. **LINK:** https://ofa.uky.edu/policies-procedures/faculty-leaves-absence **Fax:** 859-257-2987

PART I – To Be Completed by Employee

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