All faculty and regular staff who are not in probationary status are eligible for LOA.

**NOTE:** Prior to submitting a case, a [Leave of Absence form](#) must be completed and attached to your web form. The information below is required when submitting a case. Enter the information directly on the web form.

### LOA Request:

1. Employee Name  
2. Employee UMID  
3. Employee Uniqname  
4. Department Name and ID  
5. Employee Supervisor  
6. Additional personnel who need to be notified  
7. Type of leave required (see additional documentation)  
8. Planned Return Work Date  
9. Last Time Paid

### More information will be required based on leave type:

1. Medical Documentation (Personal Medical Leave)  
2. Work Connection Disability Status Update (Personal Medical Leave)  
3. Return to Work Note (Childcare Leave)  
4. Note stating Date of Birth (Personal Medical Leave/Childcare Leave)  
5. Adoption Documentation (Childcare Leave)  
6. Foster Care Placement Documentation (Childcare Leave)  
7. Copy of Government Orders (Government Service Leave)  
8. Educational Addendum and Transcript (Education Leave)

**NOTE:** Documentation may affect the continuation of employee benefit coverage.