

Office Professionals Serious and Catastrophic Leave Checklist

If this application is for a FAMILY MEMBER:

1. Contact a member of the UAW 6888 Family Illness Fund Committee to see if you are eligible for hours from the Family Illness Fund. Committee members are listed at: <http://www.uawlocal6888.org/standcomm.htm>
2. Review the guidelines for the Serious and Catastrophic Leave bank: <http://www.cmich.edu/Documents/General%20Counsel/manual/p04001.pdf>
3. You must have used your annual allotment of FAMILY sick time during the current calendar year (January 1 – December 31)
4. You must have exhausted all family sick, personal, vacation, and accrued compensatory time balances.
5. Complete and submit the following:
 - a. SCL application <http://www.cmich.edu/Documents/HR/ER/cat-leave-form.pdf> (application requires your supervisor's signature)
 - b. Medical Certification <http://www.cmich.edu/Documents/HR/Employment/fml-medical-certification-family.pdf>
6. A completed application with medical certification must be submitted to Human Resources within 10 working days prior to anticipated expiration of all leave time.

If this application is for you, the EMPLOYEE:

1. You must have exhausted all sick, personal, vacation, and accrued compensatory time balances.
2. Complete and submit the following:
 - a. SCL application <http://www.cmich.edu/Documents/HR/ER/cat-leave-form.pdf> (application requires your supervisor's signature)
 - b. Medical Certification <http://www.cmich.edu/Documents/HR/Employment/fml-medical-certification-employee.pdf>
3. A completed application with medical certification must be submitted to Human Resources within 10 working days prior to anticipated expiration of all leave time.

**AN INCOMPLETE APPLICATION CANNOT BE CONSIDERED BY
THE COMMITTEE.**