

Guidelines for Department Chairs (Division Heads) on FMFL Paperwork

- Become familiar with the [FMFL policy](#).
- Provide the faculty member requesting leave with a copy of the [FMFL policy](#).
- Provide the faculty member requesting leave with a certification of physician form. This form is obtainable [here](#).
- Instruct the faculty member to take the certification of physician form to his/her physician and have it filled out *completely*. The faculty member has a choice of either including the completed certification form with the memo requesting the leave, or sending it directly to Victoria Lancaster, Director of Faculty Action, G39 Cathedral of Learning, for confidentiality.
- Instruct the faculty member to write a memo to you requesting medical and/or family leave.
 1. The faculty member must indicate the length of leave they are requesting, including a start date and end date. The faculty member should be made aware that their requested length of leave must be consistent with what their physician has recommended and with the FMFL policy. The memo does not need to state the medical condition prompting the request.
 2. Check to see if the faculty member plans to request an extension of the tenure clock; and if so, instruct the faculty member to include a statement indicating this in their memo requesting medical and/or family leave.
- Write a memo to the Dean of your School recommending the medical and/or family leave for the faculty member.
 1. The memo should state that the faculty member was provided with a copy of the FMFL policy.
 2. When applicable, the memo should indicate that any necessary arrangements to have the faculty member's courses covered have been made.
 3. The amount of leave recommended should be identical with what the faculty member requested, providing it is acceptable under the FMFL policy. The Office of the Provost will check the faculty member's requested leave against the certification of physician form.
 4. Send your memo recommending the leave with the faculty member's memo requesting the leave along with an un-coded and unmarked ER to the Dean of your School.
- All FMFL paperwork should be processed in a timely manner.

If you have any questions or need assistance, please do not hesitate to contact the Office of Faculty Records at (412) 624-4232 or email Victoria Lancaster, Director of Faculty Actions at vclanc@pitt.edu.