



## Leave/FMLA Form Instructions

For a **Block Leave**, the following is needed:

You should complete the 'Employee Request' (Form HR1), the 'Intent to Return to Work' (Form HR3), and your provider should complete the 'Medical Certificate' (Form P33A/B).

**Important:** For a block leave, the medical certificate **must** include the start date of the leave, as well as an estimated return to work date.

For an **Intermittent Leave** or **Reduced Schedule**, the following is needed:

You should complete the 'Employee Request' (Form HR1) and your provider should complete the 'Medical Certificate' (Form P33A/B).

**Important:** For an Intermittent Leave, the medical certificate **must** include an estimated duration and frequency of your absences (example: "up to 4 hours, 1 to 2 times per week"). It must also include the start and end date of the leave.

**Important:** For a Reduced Schedule leave, the medical certificate **must** include the exact amount of hours you **can** work per day, as well as the length of time the reduced schedule is needed.

Medical Certificate **P33A** is for **your own** leave request.

Medical Certificate **P33B** is for a **caregiver** leave request.

The UConn Health Leaves of Absence Website contains all forms as well as the Statewide FMLA Policy: <https://health.uconn.edu/human-resources/services/benefits/leaves-of-absence/>

If you have additional questions, or are unable to retrieve the leave forms, please call the HR Resource Center at 860.679.2426 or email them at [hr-employeeresource@uchc.edu](mailto:hr-employeeresource@uchc.edu).

All documents can be faxed back to 860.679.4660

Thank you,

UConn Health Human Resources