

- STEP 1** Before you begin, read all the information contained in this kit. For questions, contact CSUSM Corporation Human Resources at (760) 750-4700.
- STEP 2** As soon as you become aware of the need for a leave, complete the Employee portion of the **REQUEST FOR LEAVE** form. Ask your immediate Supervisor to review and sign just below your signature.
- STEP 3** Return your completed **REQUEST FOR LEAVE** form to CSUSM Corporation Human Resources. You may email the form to [hrcorp@csusm.edu](mailto:hrcorp@csusm.edu), fax to 760-750-4710, send it via inter-campus mail, or you may drop it off or send it through the regular mail to 435 East Carmel Street, San Marcos, CA 92078. You will be notified by HR of the status of your leave request.
- STEP 4** If your request is for a medical leave of absence of any kind, a signed **MEDICAL CERTIFICATION** must be submitted to Human Resources within 15 calendar days of the Request for Leave (when possible). You can use the form included in this packet or a form provided by the health care provider is also acceptable. For a **MEDICAL CERTIFICATION** to be considered, it must include the following:
- Start date of the need for time off due to a serious health condition
  - Expected return to work date
  - Signature of physician or other health care provider signature
  - If applicable, a statement that, due to a serious health condition of a family member, the employee needs time off to care for that family member.
- If a **MEDICAL CERTIFICATION** form is not received within 15 days of the Request for Leave, in most cases, vacation time will be substituted for PTO until a proper medical certification form is received.
- STEP 5** **Regular, salaried** employees: Complete your timesheet up to your last day at work and report any exceptions to your regular schedule. **Hourly** employees: Complete your timesheet up to your last day at work, reporting all hours worked. **All** employees: On your last day, bring your final timesheet, signed by you and your Supervisor, to CSUSM Corporation Human Resources. Subsequent time reports should be completed by you, if possible, noting any leave hours to be paid and forwarded to your supervisor for signature in time to meet the timesheet deadline. If unable to complete your timesheet, please contact CSUSM Corporation Human Resources.
- STEP 6** If you have been hospitalized or have been off work more than five (5) consecutive work days, you must provide a **RELEASE TO RETURN TO WORK** form to Human Resources before beginning work. You will not be allowed to return to work without a **RELEASE TO RETURN TO WORK** form.