

- STEP 1** Before you begin, read all the information contained in this kit. For questions, contact CSUSM Corporation Human Resources at (760) 750-4700 or send an email to hrcorp@csusm.edu.
- 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 should send the form using the confidential link: [HR Forms Link](#), or you may drop it off at Extended Learning Building, Suite 670 or send it through the regular mail to 333 S. Twin Oaks Valley Rd., San Marcos, CA 92096. 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, available leave will be used until a proper medical certification form is received.
- STEP 5** **Regular, salaried** employees: Complete and approve your timesheet in ADP up to your last day at work and report any exceptions to your regular schedule. **Hourly** employees: Complete and approve your timesheet in ADP up to your last day at work, reporting all hours worked. 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.