Medical Leave Request Form
(Illness/Injury for self, family member or service member)
Rhatigan Student Center * Human Resources Department *
Wichita, KS  67260-0056
Phone: (316) 978-7003    *    Fax: (316) 978-3217

(Rev. 6/2015)

Name: __________________________ myWSU ID# ____________

Home Address: __________________________ (City) __________ (State) __________ (Zip Code)

Home Telephone: __________________________ Work Telephone: __________________________

Department Name: __________________________

Supervisor's Name: __________________________

**Is this a work related injury/illness?  □ Yes  □ No

Request is for:  □ Self  □ Care for Family Member

Relationship of family member: __________________________

□ To Care for a Covered Service Member

□ For Qualifying Exigency for Military Family Leave

Dates of Medical Leave  Beginning: ______________ End: ______________

Briefly Explain Health Condition Requiring Leave (Self or Family Member or Service Member):
________________________________________________________________________
________________________________________________________________________

Type of Leave Requested:  Full-Time  □ Part-Time  □ Intermittent  □

If you will go into an unpaid status during your leave and you want to avoid discontinuing your health insurance, indicate how you want to pay your share of the insurance premium:

□ Prepayment by payroll deduction;

□ Prepayment by personal check (overpayments will be refunded); or

□ Payment by personal check – Semi-Monthly

□ Does Not Apply

I certify that the information contained on this form is correct to the best of my knowledge. I authorize Human Resources to obtain and verify any necessary information regarding my request for medical leave. I understand that providing incomplete or false information may result in disqualification of my leave request and/or disciplinary actions up to, and including, termination of employment.

Employee Signature __________________________ Date __________________________

Return to: Rhatigan Student Center, Human Resources Director, Campus Box 56