



New Jersey Medical School

Office of Faculty Affairs  
Medical Science Building, C-594  
Rutgers, The State University of New Jersey  
185 South Orange Avenue  
Newark, NJ 07103

njms.rutgers.edu

p: 973-972-5500  
f: 973-972-7691

**FACULTY RETURN FROM UNPAID / PAID LEAVE**

**NAME:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**LEAVE TYPE:**    \_\_\_ **PAID**            \_\_\_ **UNPAID**

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> <li>Faculty Letter to Chair</li> </ul>			Department/Faculty
<ul style="list-style-type: none"> <li>FMLA Paperwork</li> </ul>			Department/Faculty
<ul style="list-style-type: none"> <li>Letter from Chair to Dean</li> </ul>			Department
<u>Complete Process:</u> <ol style="list-style-type: none"> <li>Prepare FTF/Send to UHR/Payroll</li> <li>Upload FTF into Perceptive Content</li> <li>Finance approval</li> <li>Dean's approval</li> <li>RBHS approval</li> <li>Send Approved FTF to UHR (for Unpaid FMLA)</li> <li>Update FIS</li> <li>File Documents</li> </ol>			
			Office of Faculty Affairs
			Office of Faculty Affairs
			Office of Faculty Affairs
			Office of Faculty Affairs
			Office of Faculty Affairs
			Office of Faculty Affairs
			Office of Faculty Affairs
			Office of Faculty Affairs