Applying for Family and Medical Leave Act (FMLA)
Qualifying Exigency Leave

**EMPLOYEE**
- Notifies Principal/Supervisor of dates for Extended Leave of Absence
- Completes Form A
- Gives Health Care Provider appropriate medical form, only if medical appointments are necessary
- Completes WH384
- Provides copy of military member’s active duty orders or impending call to covered active duty
- Returns original completed forms to Leaves Office 30 days prior to extended leave start date.
- In Person:
  6400 Uptown Blvd. NE
  Suite 210 East Tower
- By Mail:
  HR-Leaves Office
  P. O. Box 25704
  Albuquerque, NM 87125
- Secures Substitute, if required

**LEAVES OFFICE**
- Processes and mails approved/denied leave letter to employee’s home address
- Copy sent to Principal/Supervisor

**PRINCIPAL/SUPERVISOR SECRETARY**
- Applies correct Leave of Absence Codes for Payroll reporting
- Tracks FMLA Usage

**HEALTH CARE PROVIDER COMPLETES APPROPRIATE FORM**
- WH384—Qualifying Exigency
  *Only if medical appointments are necessary

**EMPLOYEE**
- Calls to make an afternoon reinstatement appointment with Leaves Office
- Reinstates to active status with the Leaves Office at end of leave

**QUESTIONS**
- [Extended.Leaves@aps.edu](mailto:Extended.Leaves@aps.edu)
- (A-L) 889-4886
- (M-Z) 889-4865