Applying for Adoption or Foster Care Leave

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

**EMPLOYEE**
- Notifies Principal/Supervisor of dates for Extended Leave of Absence
- Completes Form A
- Provides copy of legal documentation of placement for adoption/foster care
- Returns above to Leaves Office 30 days prior to 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

**EMPLOYEE**
- Returns the Letter of Intent at the appropriate time
- Calls to schedule an afternoon reinstatement appointment.
- Reinstates to active duty with Leaves Office at end of leave

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

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