

Old Dominion University

# Employee FMLA Leave Request

You have a right under the Family Medical Leave Act (FMLA) of 1993 to receive up to twelve weeks of unpaid leave in a

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[benefits@odu.edu](mailto:benefits@odu.edu) or campus mail to Spong Hall within 30 days of your need for leave. The purpose of this form is to gather information about your request and determine eligibility for FMLA.