

TO: All MUNFA Members

FROM: MUNFA Executive Committee

DATE: March 26, 2019

SUBJECT: **Applications for Medical Accommodation or Maternity & Parental Leave**

MUNFA has heard from a number of Academic Staff Members (ASMs) who have encountered delays or other obstacles when applying for medical accommodation or maternity and/or parental leave.

To ensure your application for such an accommodation or leave is processed in a timely manner, we encourage ASMs to copy Faculty Relations when submitting your request to your Administrative Head. Faculty Relations is located in AA-3037 and can be contacted via email at facrel@mun.ca.

If you do encounter delays or other problems throughout the application process, please contact MUNFA at munfa@mun.ca or 864-8642.