REQUEST FOR LEAVE FROM COLORADO STATE UNIVERSITY Approval Process Flow Chart

NOTE: There are two different channels for Leave requests; one for FML and another for non-FML.

Faculty Member or Admin Pro contacts

Department Chair or Supervisor to

request leave



Department Chair/Supervisor consults the FML checklist available at: www.provost.colostate.edu and confer with Human Resources, if necessary, if FML is the appropriate leave.



FAMILY AND MEDICAL LEAVE

FML eligibility is determined by Department Chair/Supervisor in consultation, if necessary, with HR



Department Chair/Supervisor provides employee with FML forms available from HR website www.hrs.colostate.edu/benefits/afap/Current/FML.htm



Employee completes the paperwork including having a medical professional provide the necessary forms for certification and returns the forms to the Department Chair/Supervisor.



Department Chair/Supervisor fills out Designation Notice and gives a copy to employee.



A copy of the paperwork is sent to HR and original is kept in a secure location in the department office.

Revised: 09-09-09



LEAVE WITHOUT PAY OR SPECIAL LEAVE

Approvals of LWOP and Special Leave are at the discretion of university administrators



Department Chair/Supervisor completes the Provost's Request for Leave form available from the Provost's Office website www.provost.colostate.edu which requires the Department Chair/Supervisor to specify that FML is not applicable to this leave request.



The Department Chair/Supervisor sends the signed Provost's Request for Leave form to the Dean for their signature.



The Dean sends the signed Provost's Request for Leave form to the Provost's Office.



Provost reviews the request and if approved a copy of the signed form is faxed to HR and original is kept in the Provost's Office.