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 and employee determine what the appropriate leave is. For medical leave requests, check if FML is applicable.

Department Chair/Supervisor and/or employee contacts HR if there are questions about whether FML is applicable.

FAMILY MEDICAL LEAVE REQUEST

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

Leave WITHOUT PAY OR SPECIAL LEAVE REQUEST

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

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

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

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

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