Faculty Leave of Absence (non medical)

**Required Documents:**
1. CAS – Employee Maintenance Form
2. Faculty Leave Notification Form

**Administrative Manager**
- Completes Employee Maintenance Form and Faculty Leave Notification Form, with employee.
- AM uploads documents to Infoporte using “Misc HR Request”

**HR Specialist**
- Type of leave determines other paperwork needed; HRS notifies AM of additional documents, if applicable.
- Submit LOA action in system.

**Supervisor**

**Employee**
- Notifies AM to request a Leave of Absence.

**OHR**
- Some absences may require OHR pre-approval.

Modified April 2013