

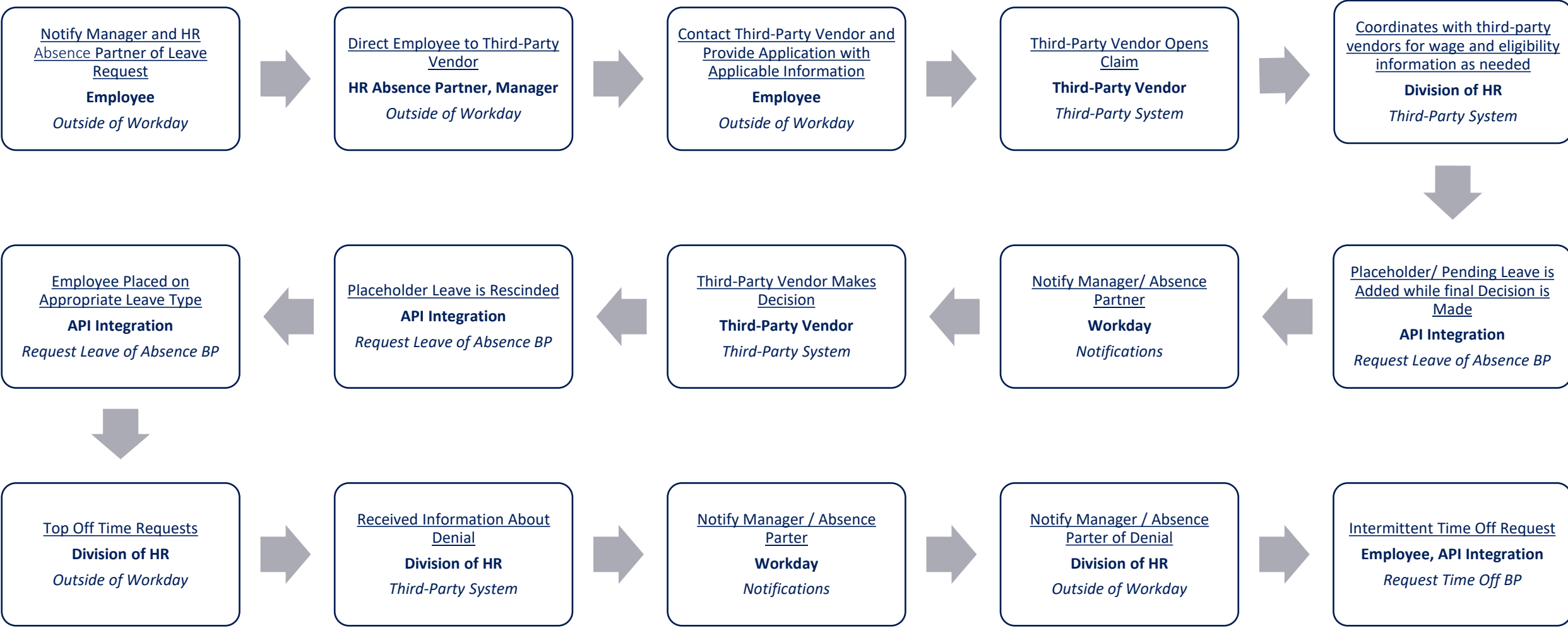
The logo of the Colorado State University System is a large, stylized letter 'C' on the left side of the slide. It is composed of three concentric circular segments: an outer red ring, a middle blue ring, and an inner yellow circle. The background of the slide is a dark, moody photograph of a snow-capped mountain range under a cloudy sky, with silhouettes of evergreen trees in the foreground.

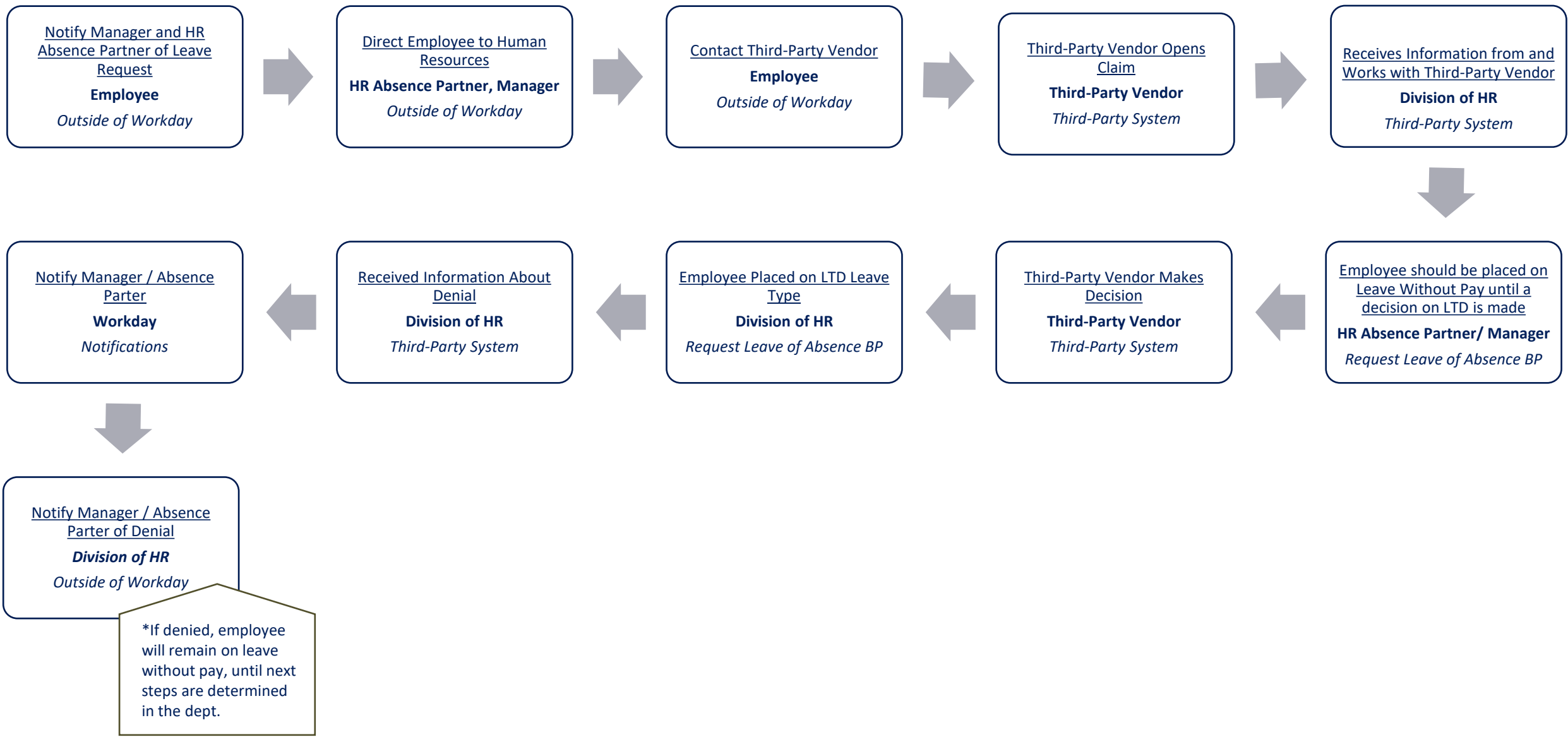
Requesting Leave Of Absence

Absence– Business Process



FAMLI, FML, Parental Leave, and Long-Term Disability (Administered by Sunlife)





Request Leave of Absence

Applicable leave types and campus: Long Term Disability (LTD) at Fort Collins: Administered by Sunlife



Request Return from Leave of Absence (Administered by Sunlife)

Employee Return from
Leave Requested

Division of HR

*Request Return from Leave
of Absence BP*



Approval

**Division of HR, HR Absence
Partner**

*Request Return from Leave
of Absence BP*



Employee Returned from
Leave

Workday
Automatic

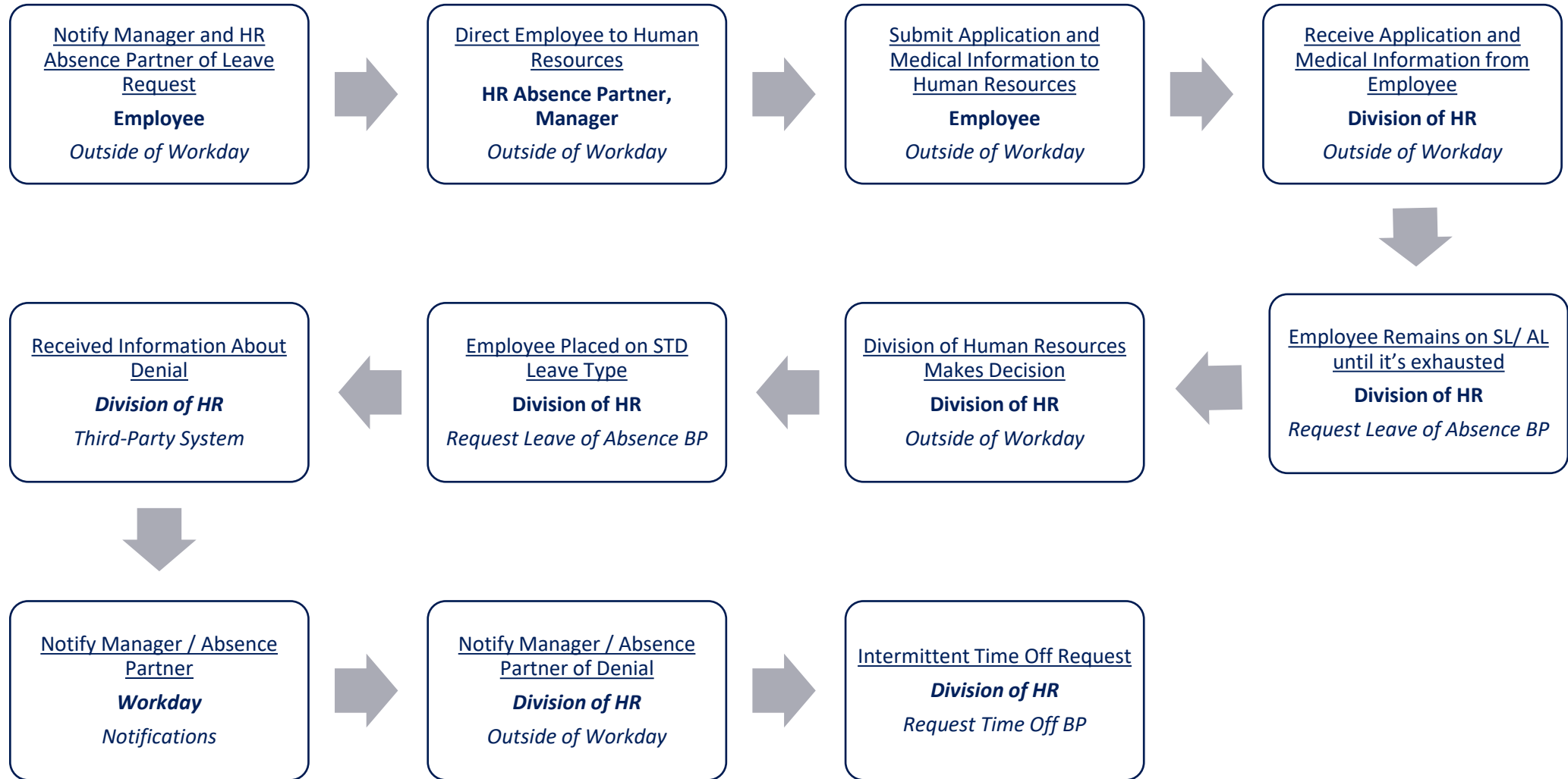


Request Leave of Absence

Applicable leave types and campus: Long Term Disability (LTD) at Fort Collins: Administered by Sunlife



Short-Term Disability



Request Leave of Absence

Applicable leave types and campus: Short Term Disability (STD) at Fort Collins



Administrative Leave, Military Leave, and Sabbatical

Notify Manager and HR
Absence Partner of Leave
Request

Employee

Outside of Workday



Employee Placed on
Appropriate Leave Type

Absence Partner

Request Leave of Absence
BP



Notify Manager of Denial

Absence Partner

Outside of Workday



Request Leave of Absence

Applicable leave types and campus: Administrative Leave, Military Leave, and Sabbatical at Fort Collins