

Instructions:

For Faculty Discretionary Leave, this form needs to be completed by the Department, signed by the Division level then submitted to the Executive Level for approval along with the employee request letter and support letter from division head.

For Staff Discretionary Leave, this form needs to be completed by the Department, signed by the Division level then submitted to HRIC for approval along with the employee request letter and support letter from the division head. If approved, the form will be sent to the HRIC (leaves@du.edu) to update the employment status/job record.

For Military Leave, this form needs to be completed by the department, signed by the division level then submitted to leaves@du.edu.

Employee Name		Date of Hire		
Employee DU ID		Faculty	Staff	Grant
Position #	Suffix #	Home Org #	Home Org	
Created by		Date	Phone #	

Discretionary Leave

Policy: Appointed, non-union employee's with three or more years of service.

****Attachments Required:**

- Staff Discretionary Leave: Memo to Human Resources requesting approval of leave. Include reason for requesting leave and separate approval memo from manager.
- Faculty Discretionary Leave requires Provost approval as well as approval through the Faculty and Educational Affairs Committee of the Board of Trustees.

All discretionary leaves, whether paid or unpaid must be consistent with University policies. Please check with Human Resources regarding policy.

Begin Leave Date	End Leave Date	Paid ☐	Unpaid ☐
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Leave with benefits?	Yes ☐	No ☐
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Military Leave

****Attachment Required:** Submit Official Military Orders to

HRIC Begin Leave Date	End Leave Date
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Comments:

Approving Signatures

Department Level	Date	Division Level	Date
Executive Level	Date	Human Resources and Inclusive Community	Date